



## Duty Statement

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Administrative Services	Student Assistant	549-070-4870-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Accounting Services	Student Assistant (Fiscal Systems)	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Fiscal Systems	Headquarters – Sacramento	
<b>STATE HOUSING (Check if applicable)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> State Housing may be required.		Sr Admin Analyst (Accounting Systems)
<b>POSITION DESCRIPTION</b>		
Under the close supervision of the Senior Administrative Analyst (Accounting Systems), the Student Assistant, in a learning capacity, will perform a variety of tasks within the Fiscal Systems Unit which may include the following duties:		
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
40%	Perform the less complex accounting work necessary to provide daily, monthly, and yearly fiscal information to the department. This entails gathering and reconciling data, monitoring deadlines, compiling information for financial reports, updating Microsoft Access databases, web applications, and Excel spreadsheets; and downloading queries and reports from FI\$Cal.	
35%	Assist with the monthly labor distribution process. Responsibilities include maintenance of required labor tables and databases, analysis and audit of timesheets for cost allocations purposes, analysis and correction of errors, and reconciliation of labor distribution subsystem transactions.	
20%	Maintain the less complex applications used by departmental staff. Create or update written procedures.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
The incumbent works on the 12th floor of a high-rise office building in downtown Sacramento. The job requires extensive use of a personal computer, attending virtual and live meetings, and interacting with staff statewide to complete assignments.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as telework eligible-remote centered.		
<b>SPECIAL REQUIREMENTS:</b>		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform		



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other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

### SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

### EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE