CALIFORNIA PRISON INDUSTRY AUTHORITY

DUTY STATEMENT

1. Institution/Division/Office: Central Office / Fiscal Accounting	**2. Unit/Industry/Enterprise:** Accounts Receivable
3. Classification Title: Office Technician (Typing) (IWSP)	**4. Proposed Incumbent (if known):** VACANT
5. Current Position Number (Agency-Unit-Class-Serial): 063-041-1139-001	**6. Effective Date:**

7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions:

Under the general direction of the Accounting Administrator I of Accounts Receivable, this position will perform Reception Desk duties and support functions of the Accounting Office and management. In addition, the incumbent has regular, direct responsibility for work supervision, on-the-job training and work performance evaluation of at least two incarcerated individual clerks who substantially replace civil service employees for a total of at least 120 hours per pay period.

8. Work Schedule: Monday - Friday, 8:00am to 5:00pm

9. Percentage (%) of time performing duties:	**10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.**
	ESSENTIAL FUNCTIONS
35%	Administrative support for the Financial Controller and Chief of Accounting. Creates and types up memorandums, general correspondence, accounting reports and spreadsheets as needed by Financial Controller, section Chief, Supervisors, or senior staff. Schedule interviews and meetings for all Management staff. Assist in preparing BCP's and keycard requests for incoming staff. Proofread material, follow written and verbal instructions to edit materials and make necessary corrections. Type daily office revolving fund checks, (i.e., discount vendor payments, travel, etc.), and prepare them for mail or pick-up. Process daily cash monitoring logs and any other logs management requires.
20%	Maintain desk procedures, and updates to staff manuals, i.e., CALPIA-wide Signature Authority records, etc., Functions as section timekeeper, and petty cash custodian. Other duties may include scanning claim schedules to send to State Controller's Office for Accounts Receivable or Accounts Payable units and reconcile accounting data. Help with getting information requested by customers within the Kace ticketing system. Monitor, log and assign Accounting Work Request(s); close log entries as work requests are completed.
15%	Process, sort and distribute incoming and outgoing mail, including faxes, daily. Distribute vendor, travel checks and payroll warrants. Answer and route telephone calls; schedule meetings; photocopy documents, scanning and filing as needed. Process all Form 13 purchase requests and IIT requests for accounting.
10%	Handle and resolve customer dispute letters by analyzing data, making recommendations, and making necessary corrections. Process the monthly employee overtime report. Process the Optical billing received from the factory as well as any other billings that staff need assistance with.
10%	Supervises at least two incarcerated individual clerks for a total of at least 120 hours per pay period with accounting work from any unit (Accounts Receivable, Fiscal Analytics, Accounts Payable, Reports & Reconciliation or Inventory Management). Provide work supervision, on-the-job training, and work performance evaluations. Maintain Incarcerated Individual's timecard system and submit timecards for payroll monthly.

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9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.
	MARGINAL FUNCTIONS
5%	Ensure functionality of technological equipment and maintain office supplies. Serves as backup in other areas of accounting as needed and appropriate, including creation of, and key-data entry to, monthly spreadsheets, and reconcile data in spreadsheets and reports. Maintain office supply storage areas and coordinate the set-up of new employee workstations in the section.
5%	Assist with training staff in AR unit. Perform other duties as requested by manager/supervisor. Participate on special accounting projects as needed and provide solutions to improve the existing accounting process and special projects. Create, maintain, and revise ISO documents and desk manuals.
	ADDITIONAL EXPECTATIONS
	Work done in accounting often requires access to and knowledge of confidential information about employees, situations, and concerns. Staff will always adhere to the utmost confidentiality of all information processed and maintained within the division. Staff are expected that any confidential information which they personally work with, have discussions about, or happen to overhear or see will not be discussed with anyone who has no legitimate business reason or involvement. They should be well organized and self-directed; be able to take initiative and work independently, when necessary, be able to exercise good judgment; be able to maintain confidentiality; and be able to work with and around incarcerated individuals

11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:		
PRINT EMPLOYEE NAME: VACANT	**EMPLOYEE SIGNATURE:**	**DATE:**
PRINT MANAGER/SUPERVISOR NAME: Nina Easton	**MANAGER/SUPERVISOR SIGNATURE:**	**DATE:**
HR APPROVAL: NO 10/10/2025		