State of California – Natural Resources Agency DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

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Prepare other suprepare 30% EXPE Verify Agree	HASING:					
Verify Agree	Prepare various purchase documents and contracts. Review purchase documents prepared by other staff for accuracy. Be aware of current departmental purchasing processes and be prepared to assist other staff with interpretation and completion of documents.					
Agree	EXPENDITURES / PAYMENTS & REPORT PREPARATION:					
	ment for Service ers. Prepare re		d Department of General Services, direct balances for all District accounts. These			
25% ACCC	ACCOUNT MANAGEMENT & RECONCILIATION:					
for pro Identif Park U discre	Assist in the monitoring of various District allotments, and contract balances. Manage balances for project funds. Reconcile Headquarters Fiscal Tracking reports against District posting. Identify and correct posting errors. Post expenditures to the District database. Ensure that all Park Unit Function defaults are accurate and up to date. Notify Admin Chief of expenditure discrepancies and make appropriate corrections.					
Provid payab admin Serve	ADMINISTRATIVE SUPPORT & TRAINING: Provide administrative support to sector offices as needed, including tasks such as accounts payable/receivable, Cal Card, Voyager, supply orders, and service agreements. Train administrative staff at both District and Sector locations on relevant processes and procedures. Serve as the District's Authorized Telecom Representative, coordinating closely with HQ on phone systems and communication needs for the District.					
% TASK						

5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff					
	meetings and trainings and prep	are administrative paperwork to meet operat	ional needs.			
TYPICAL WORKING CONDITIONS						
Typical working conditions consist of an office setting. Occasional travel to park units within district.						
TELEWORK DESIGNATION:						
This position is designated as Telework Eligible - Office Centered.						
SPECIAL REQUIREMENTS:						
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 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.						
SUPERVI	SOR 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.						
OR WITHO	I HAVE READ, UNDERSTAND, AND OUT REASONABLE ACCOMMODAT	TON. I HAVE DISCUSSED THESE DUTIES WIT				