

Department of Health Care Access and Information
Proposed Duty Statement
Proposed

Employee Name Vacant	Organization Administrative Services Financial Services Office Accounting Services Branch	
Position Number 441-161-4870-901	Location Sacramento	Telework Option Hybrid
Classification Student Assistant	Working Title Student Assistant	

General Description

Under the close supervision of the Accounting Administrator II, the Student Assistant (SA) is in a learner capacity, to assist in the performance of the administrative or technical duties required by the departmental assignment; and to do other related work. The SA is to perform various professional duties to assist the Accounting Section with research and analysis of data associated with fiscal operations; provide technical support to fulfill the accounting business needs; and effectively communicate progress of assigned task while working in a team environment.

The class provides a means of part-time or temporary employment whereby students may receive on-the-job instruction and perform work that will provide practical experience in work tasks related to their field of study and develop familiarity with the laws and programs administered by the State of California. The class may be used for persons who have completed academic requirements but are working toward professional certification or registration, for persons in certain other fields such as health education, for which experience is a prerequisite for entrance to graduate school and for persons who have received a degree but are taking additional required course work for a specific career field. This class is not intended to be used for permanent employment and no full-time permanent appointments will be made in this class.

The incumbent must have the ability to establish and maintain cooperative working relationships and to communicate effectively.

Must be enrolled at a minimum of six semester units or nine quarter units for undergraduate students; four semester units or six quarter units for graduate students. Accounting or Finance majors preferred.

Supervision Received	Under close direction, the incumbent reports directly to the Accounting Administrator II.
Supervision Exercised	None.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of desktop computer and telephones. Frequent face-to-face contact with leadership, management, and staff. Written, verbal, and electronic communications. Mobility to various areas of the department. Extra work hours may be necessary beyond scheduled work hours. Core business hours are 8:00 a.m. to 5:00 p.m.

Job Duties

E = Essential, M = Marginal

40%	E	Assist the Accounting Services Branch with research and analysis of data associated with fiscal operations. Under close supervision in a learning capacity, the SA will assist in performing duties such as enter information into tracking logs, batch and validate checks, process deposits by using agencies legacy systems, and post payments to the Financial Information System for California (FI\$Cal). Assist administrators' staff with technical support to provide fulfillment of the business needs. Download and upload reports from FI\$Cal and State Controller's Office (SCO). Effectively communicate progress of assigned task while working in a team environment.
40%	E	In a training capacity, audit and process invoices for payments, familiarity to read contracts, purchase orders and service orders. Verify and ensure that invoices are accurately coded by the Program staff. Analyze, process/post vouchers into FI\$Cal System. Develop an understanding of Contracts/Purchase Orders and claims schedules for SCO submission. Add and modify Suppliers in FI\$Cal upon receipt of Payee Data Record forms STD. 204s and STD. 205s.
10%	E	Maintain and process current purchase orders, contracts, and creates payment log sheets. Verifies that contract coding is accurate to ensure payment from the appropriate fund and appropriation.
10%	M	Assist other team members with processing workloads as needed, including reviewing timesheets, scanning and disbursing accounting mail, and assisting in interviews by verifying candidate identification and scheduling interview information to candidates

Other Expectations

- Excellent attendance, punctuality, dependability, and work habits.
- Experience using Excel, Word, and Outlook.
- Ability to communicate effectively orally and in writing.
- Excellent organizational, interpersonal and analytical skills.
- Shows initiative in making work improvements, identifying and correcting errors, and initiating work activities.
- Successfully completes quality work assignments and meets deadlines, as required.
- Ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects.
- Accuracy with arithmetic, statistical records, and data entry.
- Adheres to all HCAI's policies and procedures.
- Demonstrates a commitment to performing duties in a manner consistent with HCAI's vision, mission, goals, and core values.
- Demonstrates a commitment to maintaining a work environment free from discrimination, sexual harassment and hostility; and supports HCAI's commitment to equal employment opportunities.
- Recognizes the needs of others and treats others with respect and dignity.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date