



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Office Technician (Typing)	549-649-1139-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Accounts Payable Technician	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	400 Glen Drive, Oroville, Ca 95966	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Administrative Officer I
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the supervision of Administrative Officer I, and general direction from the Supervisor II, the Office Technician (OT), in a customer service environment, provides a range of administrative and clerical tasks in support of business and fiscal operations for the Northern Buttes District. The Office Technician functions as a Requisitioner, Purchase Order Buyer, P-Card Purchaser/Reconciler, and Vendor Processor; and performs various administrative duties and technical services utilizing Financial Information System for California (Fi\$Cal), Fiscal Tracking System, Outlook, and Microsoft Suite Applications. The incumbent will conduct accounting functions relating to all fourteen beautiful park units, one State Vehicle Recreation Area (SVRA), and Administrative Office within the District. These park units span across nine counties and include Lake Oroville, Bidwell-Sacramento River, Bidwell Mansion, Woodson Bridge, Shasta State Historical Park, Burney Falls, Castle Crags, Clear Lake, Ahjumawi Lava Springs, William B. Ide Adobe, Weaverville Joss House, Anderson Marsh, Colusa Sacramento River, Sutter Buttes, and Clay Pit SVRA. The incumbent may be required to travel on occasion. The reporting location for this position reports to the District Administrative Office located at 400 Glen Dr, Oroville CA 95966.</p>		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Fiscal Services Responsible for utilizing Fi\$Cal for requisitioning, purchasing, receipting, paying, accurately coding, and reconciling Procurement Card (P-Card) purchases. Works directly with the Headquarters Accounting Office regarding payments to vendors and helps solve problems. Determines appropriate payment methods in accordance with appropriate laws, rules, policies, and procedures. Provides technical assistance and consultation to all NBD staff concerning payment rules and regulations. This includes consultation during all phases of the purchasing process and advising on matters such as, but not limited to, valid invoice requirements, required documentation, and restricted purchases. Reconciles monthly statements received from vendors to ensure the vendor was paid timely and appropriately. Communicates with internal and external customers regarding missing or late payments using appropriate correspondence methods including email, memorandums, letters and verbal communication. Provides timely payment of services and updates less complex contract files electronically and physically with payment information. Reviews and identifies funds to disencumber tied to Purchase Orders. Reviews expenditure coding monthly and processes expenditure corrections as needed. Creates, tracks and processes the following but not limited to Purchase Orders, Vouchers, General Services	

	Invoices, Revolving Fund Checks, P-Card, WEX Card, Travel Expense Claims, and Uniform Allowance.
30%	<p>Visitor Services</p> <p>Assists with compiling visitation, attendance, and revenue data by utilizing various Excel spreadsheets and databases including Report of Collections (ROC), Recreation and Reservation Sales Service (R2S2), and Automated Payment Machines. Prepares work schedule for Senior Park Aides and Parks Aides in Lake Oroville and Valley Sector. Prior to supervisor's review, assist in the review of Tempo timekeeping software for Park Aide timesheets by verifying schedule, vacation, and sick calls are inputted accurately. Assist new hires with the Tempo system. Assists with preparing and organizing documents and obtaining signatures on pre-hire paperwork. Prepare daily download and printouts of campsite availability. Verifies the ROC paperwork matches the data entered in the database and approve on flow for Lake Oroville and Valley Sector. Main point of contact for headquarters Accounting Office to communicate missing ROC's. Provides backup assistance with front desk Calendar reservations, message board updates, ramada rentals, pass sales, deposits, permits, fly and take down flags, open/close restrooms, maintain cash box and AED log. Travel may be required to kiosks in all sectors to assist with R2S2 and pass sales.</p>
15%	<p>Records Management</p> <p>Prepares and maintains files for all District purchasing and accounting documents ensuring ready access. Reads, studies, updates, and remains knowledgeable of current information contained in the Department Administration Manual, Department Operations Manual, Department Administrative Manual, Departmental Notices, State Administrative Manual, Departmental memoranda and all other materials that are pertinent to the purchasing function of the district. Files and retrieves all accounting documents, contracts, and related data. Maintains and updates the Purchase Order log ensuring all documents are accounted for. Prepare training and cross trains with other Office Technicians within the District. Monthly and upon request, generates reports utilizing various software and databases including but not limited to Fi\$Cal, R2S2, Report of Collections, Fiscal Tracking System, Labor Database, Tempo, Asset Management, Expenditure Move (885), Contingency Accounts, etc. Using these reports, the incumbent will organize the data into an Excel spreadsheet, pivot table, or chart and provide to management for further review and analysis. Monitors office equipment for paper and toner supplies. Notifies appropriate staff when supplies need ordered. Orders office supplies and maintains inventory for the District Office. Back up distributor of payroll warrants. Receive monthly Leave Balance Reports and distribute to supervisors monthly.</p>
15%	<p>Administrative Support</p> <p>Maintains procedural manuals and memorandums relating to current accounting and purchasing procedures. As directed by supervisor and as needed, provide a variety of clerical support including but not limited to typing, filing paper and electronic documents, editing and formatting correspondence, photocopying, scanning, document preparation, interview preparation, hiring packages, and logging. Attend Administrative Staff meetings, departmental training, and all other training as assigned by the supervisor. Originates, prepares, and types notices and correspondences to vendors and District staff to keep them informed of procedural changes. Operates and maintains office equipment such as computers, printers, facsimile, copier, labeler, laminator, telephones, and postage meter.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
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.
TYPICAL WORKING CONDITIONS	

Other job-related duties as assigned and necessary for operational continuity. Serves as backup for receptionists for breaks by answering public telephone calls, addressing counter traffic, selling passes or other duties as needed. Maintains a good working relationship with the public, vendors and district staff.

TELEWORK DESIGNATION

This position is designated as: (Check one)

Telework Eligible – Office Centered Telework Eligible – Remote Centered Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License – Class C is required.

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.

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