



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert	Office Technician Typing	549-940-1139-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Colorado Desert District	Accounting	R04
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Colorado Desert District	Borrego Springs, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input checked="" type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		Supervisor 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 general supervision of the District Administrative Chief (DAC) (Supervisor I), the Office Technician is responsible for performing advanced journey level accounting tasks and may exercise lead responsibilities to staff assisting in the Accounting Office. The position does a variety of duties and is expected to consistently exercise a high degree of initiative, independence and originality in performing assigned tasks. The position is responsible for the detailed work involved in all segments of the accounting function, including the knowledge and application of detailed regulations, policies and procedures in accomplishing these tasks. Acts as District liaison with Sacramento Staff and District staff. The reporting location is the Colorado Desert District office in Borrego Springs.</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	
40%	<p>Accounting</p> <p>Maintains a working knowledge of departmental policy and procedure affecting accounting. Maintains the District Office petty cash fund. Acting as State Fuel Card coordinator and handles vendor inquiries. Establishes and updates fiscal filing system, and files district-wide accounting documents. Prepares and processes Reimbursement of Petty Cash for General, Contingency, Cap-Outlay, Facility Maintenance, and Major Capital Outlay funded expenditures. Reviews and audits purchasing and expenditure documents including Purchase Estimates, Petty Cash Vouchers, Purchase Orders, Travel Expense Claims, and Travel/Training Cash Advance. Reviews and reconciles Travel Report. Reviews and reconciles DGS Invoices against district-wide originating documents. Prepares and processes authorization for payments for open invoices including, equipment repair, vehicle repair, publication updates/supplemental, and governmental mandated fees in a timely manner. Prepares and processes Request for Revolving Fund Checks including postal machine postage, subscription orders, mandated governmental fees requiring immediate payment, and open invoices requiring immediate payment. Ensures timely payments to vendors, provides clarification to Business Services and Accounting Section on purchase documents. Checks allotments to see how much money has been encumbered by program. Processes revolving funds checks for travel advances. Reconciles P-card statements, post transaction for P-card in Fiscal. Updates Fiscal spreadsheets with invoices that are processed and follow up in Fiscal to track payments. Maintains files for district accounting.</p>	

40%	<p>Purchasing</p> <p>Maintains a working knowledge of State rules and departmental policy and procedures affecting purchasing. Keeps the DAC informed of any problems relating to purchases. Serves as fund custodian for Petty Cash Fund and is a P-Card purchaser. Assists DAC with phone purchases and other items requiring DMCR forms. Prepares purchase documents and makes arithmetical computations and tabulations. Maintains up-to-date Vendor Listing including STD 204 and STD 21. Maintains files for district accounting and purchasing.</p>	
10%	<p>Budgets</p> <p>Gathers, tabulates, and proofreads statistical and/or financial data. Assists in preparing statistical and financial reports including annual projections as requested. Reviews and checks budgetary figures for accuracy. Assists with internal budget projects.</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Act as front office backup. Reception duties include answering phones and processing incoming/outgoing mail. Attends staff meeting and training sessions as assigned. Develops and updates District Standards procedures and processes for accounting and purchasing, and District manuals, including accounting, procurement and travel. Prepares and processes archives.	
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		
Office environment, daily and frequent use of a computer and a variety of office equipment. Sit in a normal seated position for extended periods of time. The position also requires occasional field visits in varied terrain and weather, with potential to high heat, snow and dust. Minimal travel to attend training and participate in off-site meetings. Lifts, carries, or otherwise moves and positions objects weighing up to 25 pounds.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
<p>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.</p>		
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