

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

RPA # E-ASB 25-025

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Fiscal Services Division/Accounting Services Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4588-030
UNIT NAME AND LOCATION Accounts Payable Section, Travel and Office Revolving Fund Team	CLASS TITLE Associate Accounting Analyst
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4588-030

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
<p>Under direction of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst is responsible for performing and supporting complex accounting functions related to the Travel and Office Revolving Fund (ORF) Team. Duties include processing and reconciling travel and ORF transactions, resolving discrepancies, and ensuring compliance with state policies using systems such as Financial Information for California (FI\$Cal), California Automated Travel Expense Reimbursement System (CalATERS), and Power BI. The position is also responsible for policy development and leads CDFW training and guidance to departmental travelers.</p>	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
30%	ESSENTIAL FUNCTIONS: Perform the monthly ORF reconciliations. Identify and resolve reconciling items related to Expense Advances, Salary Advances, Travel Advances, and ORF Replenishments to ensure accuracy and integrity of financial records. Analyze transactions and reports using CalATERS, FI\$Cal, manual records, and reporting tools such as Power BI to detect posting errors and recommend corrective actions to management.
30%	Process complex Travel Expense Claims (TECs) in FI\$Cal and CalATERS Global for the California Department of Fish and Wildlife (CDFW), in accordance with established policies and procedures. Conduct research on travel policies, bargaining unit contracts, or other travel related information while using CalATERS, FI\$Cal and Power BI. Resolve complex travel-related issues, including relocation reimbursements, tax reporting of fringe benefits, notice of transfer for CalATERS redeposits, and generic coding reclassification entries.
20%	Evaluate current travel and ORF processes to identify inefficiencies and provide recommendations for new business processes. Review existing and proposed policies affecting the travel program and ORF operations and make recommendations to management on necessary updates. Develop, update and maintain procedures and operations manual.
15%	Review and interpret policy updates from the Department of General Services (DGS), California Department of Human Resources (CalHR), the State Controller's Office (SCO), and other control agencies. Provide recommendations to management on process improvements and policy decisions impacting travel and ORF operations. Create ASB memo, develop training materials and lead departmentwide trainings. Maintain and update CDFW's Statewide Travel Page by posting updated resources related to travel such as policies, procedures, reimbursement claims, ASB Travel Memos and other travel related items.

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<p>5%</p>	<p>NON-ESSENTIAL FUNCTIONS: Collaborate with professional accounting staff and support management in implementing, developing, and testing the Cherwell ticketing system for CDFW's statewide travel program to improve efficiency, transparency, and effectiveness. Respond to special requests and perform other related duties associated with accounting activities performed within CDFW. Other duties to provide support within ASB.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard for several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. May be required to attend offsite meetings and trainings via private or public transportation. Headquartered in a high-rise building. Work with staff statewide to complete work assignments. Position may be eligible for a hybrid telework schedule depending on operational needs.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</p>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>