

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 25-020

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) 565-014-4549-011
UNIT NAME AND LOCATION Federal & Accounts Receivable Section, Accounts Receivable Unit, CDFW Headquarters, Sacramento	CLASS TITLE Accounting Administrator I (Supervisor)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4549-011

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the general supervision of the Assistant Branch Chief, Accounting Administrator II (AAIL) in the Accounting Services Branch (ASB), the Accounting Administrator I (Supervisor) (AAI-Sup) plans, organizes, directs and evaluates the operations and accounting activities of the Accounts Receivable (AR) Unit. The incumbent provides leadership, guidance, and coordination of activities to ensure that the goals, objectives, and mission of the unit are achieved. The unit activities include the collection of monies owed to the California Department of Fish and Wildlife (CDFW), Reimbursement Contract Billings, Payroll Accounts Receivable (PAR), overpayments, refunds, collections, unclaimed property of the State, discharge of accountability through the Franchise Tax Board (FTB) offset process and State Controller's Office (SCO) process. The Accounting Administrator I (Supervisor) acts as liaison with other divisions, departments, and control agencies, coordinates and resolves the most complex issues with SCO and Financial Information System for California (FI\$Cal), prepares the more complex reports for management, cross trains staff and directly assists other managers and supervisors in ASB.

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.)
40%	ESSENTIAL FUNCTIONS: Plan, organize the daily operations and activities of the AR unit. Recruit, direct, and evaluate staff members performing the AR duties and year-end financial activities. Initiate disciplinary actions to address work performance and/or behavioral issues in the workplace. Supervise professional and semi-professional accounting staff engaged in various accounting activities pertaining to AR, and provide training to develop staff members' skills and knowledge; Review and interpret control agencies' policy changes, participate in the development, update, and implementation of accounting policies impacting CDFW's processes. Conduct staff meetings to communicate information, policies, procedure changes to ensure goals and priorities are accomplished; Monitor workload and establish timetables to track status of tasks to ensure timely and accurate outputs. Evaluate FI\$Cal accounting data compliances with accounting principles, State Administrative Manual (SAM) guidelines, and other rules governing State fiscal activities. Analyze the effectiveness and efficiency of collection efforts and collaborate with management to find solutions. Communicate with Control Agencies, Legal, and other program levelled administrative staff to resolve the most complex technical accounting and reporting issues pertaining to the AR unit.
40%	Oversee the collection of revenue and reimbursement payments and monitor the AR daily activities; extract FI\$Cal data from transactions, queries, reports to prepare Excel aging reports with high level analysis using functions such as pivot table, formulas, lookup, etc. to verify data accuracy, identify and resolve issues, and follow up on outstanding AR. Ensure invoices are prepared with appropriate funding and corrections are made in a timely manner. Implement necessary changes in the accounting procedures to ensure problems are resolved consistently. Manage confidential and

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10%	<p>sensitive information as well as more complex accounting activities and projects, this includes collaborating with Human Resources Branch to collect outstanding payroll accounts receivable (PAR) and resolve issues. Review, prepare and submit FTB collection report for delinquent PARs; prepare and submit Discharge from Accountability documentation to SCO. Oversee the preparation and submission of lien packages.</p>
5%	<p>Partner with programs, branches, and divisions across the department to develop and enhance systems and databases used for collecting CDFW revenues. This includes collaborating with Marine Region and Data and Technology Division (DTD) managers on the enhancements to the Marine Landings Database System (MLDS) to improve the tracking and collection of outstanding AR. Support the quarterly statement printing process, coordinate bulk mailings, and facilitate communication of solution-oriented ideas, status updates, and progress among impacted programs, branches, and divisions when issues arise. Perform and/or review fiscal year-end activities for the AR unit to ensure all tasks are completed accurately and on time.</p>
5%	<p>Review and respond to audit reports and findings involving AR processes and related issues. Review legislation for fiscal impact/requirements, provide analysis, develop and implement procedure updates according to audit recommendations.</p>
	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Respond to special requests and perform other related duties as required, including representing the Accounting Administrator II and III in their absences.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Required to attend offsite meetings via private or public transportation; work with staff statewide to complete work assignments. Position is located in a high-rise building. Requires being in a stationary position, consistent with office work for extended periods. Daily use of a personal computer, office equipment, and/or telephone. Standard office environment. Time off may not be granted during the year-end Financial Statement reporting period. This position offers the possibility of a hybrid telework schedule depending on operational needs.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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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.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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