

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-023-4870-901

JOB TITLE: Student Assistant

UNIT SUPERVISOR: Sr. Accounting Officer (Sup)

UNIT: Revolving Fund Unit

STATEMENT OF DUTIES: Under the general supervision of the Senior Accounting Officer, Supervisor, the Student Assistant will serve in a learning capacity to gain practical experience and acquire knowledge and understanding of the functions, principles, practices, and methods used in the Revolving Fund Unit. The Student Assistant will assist with the performance of a wide variety of administrative and technical duties related to the Revolving Fund Unit. Duties include researching, reviewing, and providing technical support related to timely distribution of State Controller's warrants which includes, master-payroll, telework stipend, overtime, garnishment warrant payments, and special projects within the Accounting Office.

SUPERVISION RECEIVED: Reports directly to the Senior Accounting Officer (Supervisor) in the Revolving Fund Unit.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and may be required to move boxes weighing up to 25 lbs.

TYPICAL WORK CONDITIONS: Open cubicle workstation on the 8th floor of 1300 I Street in a smoke free environment.

ESSENTIAL FUNCTIONS

60% Provide support to the Revolving Fund Unit by managing and handling less complex revolving fund tasks. This includes assisting with the review of State Controller's warrants issued, including master-payroll, overtime, stipend, and garnishment warrants. Additionally, provide assistance to departmental employees and personnel with general inquiries concerning payroll distribution, salary advance, and escheat warrant issues. Answer and respond to employee inquiries regarding accounts receivable payroll collections and prepare collection payments for processing. Assist with the preparation of documents relating to returned items from the bank and submit to the Reimbursements Unit for billing and collections.

- 20% Provide assistance to the Revolving Fund Unit by responding to non-complex questions through email relating to employees AR payroll by researching invoice status and payment history. Collaborate with Revolving Funds staff to compose detailed correspondence, letters, and emails concerning account receivable collection issues for various employees utilizing Microsoft Word.
- 15% May be tasked with handling daily mail for Cashiering Unit, which involves sorting, date stamping, and distributing incoming mail to appropriate staff, as required. Additionally, the position includes organizing and filing various Revolving Fund documents, archiving files and documents older than the Department's retention period, and provide assistance to other staff members within the Accounting Office.
- 5% Perform other related duties as needed to fulfill the Accounting Office's mission, goals, and objectives.
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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee's Signature Date

Supervisor's Signature Date