

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 25-024

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 (ASB)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4549- 012
UNIT NAME AND LOCATION Accounts Payable Section, Travel and Office Revolving Fund Team	CLASS TITLE Accounting Administrator I (Supervisor)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Accounting Administrator II, Accounts Payable Section Chief, the Accounting Administrator I (Supervisor) oversees the operations and accounting activities of the Travel and Office Revolving Fund (ORF) Team. Responsibilities include planning, directing and supervising staff in the Travel/ORF Unit which is responsible for Travel Expense Claims (TECs) and ORF transactions; developing and implementing accounting procedures in line with control agency requirements; providing technical guidance to departmental staff; overseeing training on proper travel reimbursement documentation; resolving complex TEC issues; responding to audit reports; analyzing legislation and system changes for fiscal impact; and managing ORF reconciliation and resolution of discrepancies.

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
40%	Supervise and direct accounting staff responsible for processing TECs, travel advances, salary advances, expense advances, and Office Revolving Fund (ORF) replenishment claims in the Financial Systems for California (FI\$Cal) and California Automated Travel Expense Reimbursement System (CalATERS). Review and approve vouchers submitted in FI\$Cal and manual claim schedules to the State Controller's Office (SCO). Plan, organize, and evaluate the unit's accounting operations to ensure compliance with applicable laws, regulations, policies, and procedures.
30%	Develop processes and policy improvements on travel reimbursements and ORF policies and processes to ensure compliance. Oversee the development and delivery of training to program and division staff on proper documentation and procedures for Travel Expense Claim (TEC) submissions. Review and interpret policy updates from control agencies such as the Department of General Services (DGS), California Department of Human Resources (CalHR), and the SCO. Establish and communicate verbally and in writing policies and procedures in alignment with regulatory and statutory requirements.
15%	Oversee the coordination among ASB staff to ensure timely and accurate completion of the monthly ORF reconciliations. Direct the identification and resolution of reconciling items related to ORF advances and replenishments to maintain the accuracy and integrity of financial records. Supervise the analysis of transactions and reports using CalATERS, FI\$Cal, manual records, and reporting tools such as Power BI to identify posting errors and ensure appropriate corrective actions are implemented.

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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.)	
10%	Oversee the research and resolution of highly complex travel-related issues, including relocation reimbursements and tax reporting of fringe benefits. Respond to audit findings involving TECs and ORF activities, ensuring timely implementation of corrective actions and adherence to internal controls.	
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Respond to special requests and perform other related duties associated with accounting activities performed within CDFW. Other duties to provide support within ASB. 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. Required to attend offsite meetings using private or public transportation, or other means of transportation such as walking between locations. 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.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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