

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 25-021

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) 565-014-4588-031
UNIT NAME AND LOCATION Federal Unit, Headquarters	CLASS TITLE Associate Accounting Analyst
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4588-031

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under direction of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst is responsible for independently handling complex, multi-year, and difficult assignments in support of Federal Unit management. The primary responsibility is the completion of state and federal financial statements and reports.

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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> <u>Monitoring</u> - Review the Accounts Receivable (AR) upload file and submit for upload into the Financial Information System for California (FI\$Cal). - Monitor the AR transactions from the uploads in FI\$Cal to ensure proper posting and compare with Federal Cash through Plan of Financial Adjustment (PFA) tracking spreadsheet. Submit PFA to Fiscal systems. - Update daily cash tracking spreadsheet using State Controller's Office (SCO) and FI\$Cal reports. - Monitor State Treasury Office (STO) cash postings in FI\$Cal and Cash Validation and Cash Validation Appropriation Control (CV/CVAC) Exception Report. - Review and analyze data from FI\$Cal commitment control prior to completing PFA adjustments. - Monitor, review and analyze Month End Close (MEC) reports for outstanding SCO9999. Prepare and submit reclassification journal entries to properly correct transactions.
35%	<u>Grant/Cash Management</u> - Review grant terms and conditions to set up new grant tracking worksheets in excel and customer contracts in FI\$Cal. - Prepare AUD10A for new and amended grants to establish the federal trust account with SCO. - Calculate, verify and annually update Indirect Cost Rate Proposal expense costs for assigned federal grants. Prepare and post overhead journal entries. - Prepare and submit correction journal entries in FI\$Cal for any erroneous transactions to assigned federal grants. - Process federal refunds and return deposit corrections in FI\$Cal for associated assigned federal grants. - Review Automated Clearing House (ACH) confirmation - Monthly revisions to grant spreadsheet include MEC expenditures and processing drawdowns of federal funds.

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20%	- Preparing invoices and submitting billings Federal Agencies. - Review, analyze and submit the Federal Financial Report (FFR) within various federal reporting platforms. - Review and analyze various federal expenditure data sets while also preparing and submitting miscellaneous correcting journal entries when needed through FI\$Cal. - Complete and submit PFA's. Research and analyze uncleared PFA items to ensure proper cash adjustments. - Review, analyze, and post cash receipts. Prepare transfer requests for Statewide Cost Allocation Plan (SWCAP), review SCO postings for transfers and prepare journal entries for SWCAP in FI\$Cal. - Preparing and completing monthly PFA, cash and fund reconciliations. Review and analyze transaction reports from both FI\$Cal and SCO to ensure they align. Create and submit correcting journal entries to ensure records are in line to ensure a timely year end closing. - Serve as CDFW's liaison with federal government and other state agencies.	
10%	<u>Year End Preparation</u> - Review and analyze year end data from FI\$Cal. - Review and analyze reverting year appropriations to ensure proper closure of reverted year funds. - Review, analyze, and prepare Department of Finance (DOF) Single Audit Report. - Analyze, develop, and submit year end adjusting and accrual entries within FI\$Cal. - Prepare and submit year-end financial reports along with supplemental reports and documentation. <u>NON-ESSENTIAL FUNCTIONS:</u> - Draft, revise, or develop federal desk procedures. - Review and analyze FI\$Cal updates or policy changes impacting CDFW policies or procedures. - Review, develop, and complete legislative bill analysis or special projects. - Attend DOF or FI\$Cal training or assist in unit training. <u>WORKING CONDITIONS:</u> Ability to use a computer keyboard several hours a day. Standard office environment that involves sitting most of the time but involves walking or standing for brief periods. Work with staff statewide to complete work assignments. Time off may not be granted during the year-end Financial Statement period and Federal grant closing periods. Required to attend offsite meetings using private or public transportation, or other means of transportation such as walking between locations.	
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