

DUTY STATEMENT

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

☐ **CURRENT****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 25-022

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) 565-014-4549-013
UNIT NAME AND LOCATION Accounts Payable Section, Headquarters	CLASS TITLE Accounting Administrator I (Supervisor)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4549-013

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Assistant Branch Chief (Accounting Administrator II) for the Accounting Services Branch (ASB), the incumbent plan, organize, direct, and evaluate the operations and accounting activities in the Accounts Payable Section. This includes oversight responsibilities over the accounts payable unit consisting of vendor payments pertaining to contracts, rents and leases, utilities, and other miscellaneous items. Develop and implement accounting methods and procedures consistent with control agency requirements and management objectives. Provide technical advice to departmental staff on expenditure processing activities including corrections. Oversee the training and guidance to program and division staff regarding proper and sufficient documentation on processing expenditures. Research and resolve the most complex invoices issues and consult with departmental management, control agencies, and other stakeholders as appropriate. Review and respond to audit reports and finding involving expenditures processing and related issues. Review legislation for fiscal impact/requirements and provide analysis and recommendations regarding expenditures processing issues.

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%	<u>ESSENTIAL FUNCTIONS:</u> Supervise staff engaged in the operational and accounting activities pertaining to invoice payments including oversight responsibilities over the Accounts Payable unit consisting of vendor payments for contracts, rents and leases, utilities, and other miscellaneous items. The incumbent provides leadership, guidance, and support to ensure the goals, objectives, and mission of the unit are achieved. These responsibilities include planning, organizing, directing, approving expenditure correction requests, and evaluating the operations and activities of the above. Responsible for recruiting, training, and evaluating employees such as reviewing applications, conducting interviews, selecting candidates, providing training on invoice payments and evaluating staff by coaching, developing and providing feedback
25%	Develop and implement accounting methods, procedures and process improvements related to vendor payments consistent with control agency requirements and management objectives, i.e. fiscal efficiency and accuracy. Provide technical advice to departmental staff on expenditure processing activities. Oversee training and provide guidance to program and division staff regarding attaching proper invoices and other sufficient documentation on vouchers in the Financial Information System for California (FI\$Cal). . Review and approve vouchers and journals in FI\$Cal. Review and approve claim schedules and ensure these activities are posted to FI\$Cal once warrants are issued.
20%	Research and resolve the highly complex invoices issues related to multi-year contracts and multiple funding sources, and chartfields coding, and communicate with departmental management, control agencies, and other stakeholders as appropriate. Prepare and disseminate bulletins on new

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10%	procedures and policies on invoice payments to affected program and division staff. Back up other payable supervisors in their absence by providing leadership and guidance to ensure the unit's goal, objectives and mission are achieved. Responsible for other special assignments that are outside of the standard daily operations/activities and ensure they are completed timely and accurately. Review and respond to audit reports and findings involving accounts payable processing and related issues. Develop and implement procedures and/or accounting processes per audit recommendations. Review legislation for fiscal impact/requirements and provide analysis and recommendations regarding expenditure processing issues. Analyzes expenditure transactions, historical payment trends and provides input and recommendations to upper management for policy decision-making. <u>NON-ESSENTIAL FUNCTIONS:</u>		
5%	Perform other related duties associated with accounting activities performed within the Department of Fish and Wildlife. Assist with coordinating year-end activities. Act as the back-up for Accounts Payable Section Chief. <u>WORKING CONDITIONS:</u> Ability to use a computer keyboard several hours a day. Daily use of a personal computer, office equipment, and/or telephone. Standard office environment. Involves sitting most of the time but may involve walking or standing for brief periods. Work with staff statewide to complete work assignments. Required to attend offsite meetings using private or public transportation, or other means of transportation such as walking between locations. Overtime required and limited time-off during the year-end Financial Statement period. This position offers the possibility of 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