State of California Department of Fish and Wildlife

DUTY STATEMENT

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

☒ **PROPOSED**

☐ **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 25-019

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE

DFW DIVISION/BRANCH/REGION/OFFICE Fiscal Services Division/Accounting Services Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4179-816
UNIT NAME AND LOCATION Accounts Payable Team 3	CLASS TITLE Accountant Trainee
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4179-816
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee, in a learning capacity, performs professional accounting duties in the Accounts Payable Team 3 unit, Duties include reviewing, auditing, and approving vouchers/invoices; analyzing and resolving supplier or payment 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.)
	ESSENTIAL FUNCTIONS:
40%	Research and analyze accounts to provide information to vendors, departmental staff, and other agencies. Review, audit, and approve various types of utility vouchers/invoices in Financial Information System for California (FI$Cal) to ensure items are purchased and billed in accordance with the appropriate purchasing authorities and properly coded, and approved by an authorized approving officer. Interpret and apply rules and regulations governed by the State Administrative Manual (SAM), California Department of Human Resources (CalHR), State Controller's Office (SCO), and the California Department of Fish and Wildlife (CDFW).
30%	Communicate with vendors, other divisions or departments verbally and in writing. Review the charges and service periods on the invoices and then create vouchers in FI$Cal for US bank payments and Use Tax for California Department of Tax and Fee Administration payments by entering data from the invoice on the voucher and route to SCO for payment processing. Check the daily FI$Cal Voucher Reports, review and analyze accounting transactions are posted correctly, and work with Program staff to resolve issues. Review and approve Contracts that are submitted to Accounting for approval. Learn how to post journal entries of expenditure transactions in FI$Cal that were interfaced from the SCO system with generic coding and reclassify to the CDFW's ultimate expenditures coding.
15%	Assist and provide training to staff with vouchers, transactions, and vendor issues. Process manual claim schedules of various Utility claims and submit to SCO for payment as needed. Verify remittance advices and face sheets are accurate. Organize and compile data and information into reports to ensure accurate and clear documentation. Prepare documents to correct errors. Review and validate the Department's 1099 reportable payments report and make the necessary adjustments to ensure accurate 1099 reporting.
10%	Respond to customer inquiries and research accounting history to resolve discrepancies in payments or document balances. Provide occasional backup support where there is heavy workload, absences and/or vacancies in the accounting unit. Communicate with program staff and control agencies to resolve outstanding returned vouchers.

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.)
5%	**<u>NON-ESSENTIAL FUNCTIONS:</u>** Back up the mail desk; participate in the accruals process at Year-End closing. Assist in scanning claim schedules and logging excel claim schedule log in preparing and transporting the department's claim schedules to the State Records Center for archiving. **WORKING CONDITIONS**: 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**

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DFW DIVISION/BRANCH/REGION/OFFICE Fiscal Services Division/Accounting Services Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4546-816
UNIT NAME AND LOCATION Accounts Payable, Team 3	CLASS TITLE Accounting Officer (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4546-816
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) performs professional accounting duties of average difficulty in the Accounts Payable Team 3 unit. Duties include reviewing, auditing, and approving vouchers/invoices; responsible for analyzing and resolving supplier or payment issues.	

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	<u>ESSENTIAL FUNCTIONS</u>:
40%	Research and analyze accounts to provide information to vendors, departmental staff, and other agencies. Review, audit, and approve various types of utility vouchers/invoices in Financial Information System for California (FI$Cal) to ensure items are purchased and billed in accordance with the appropriate purchasing authorities and properly coded, and approved by an authorized approving officer. Interpret and apply rules and regulations governed by the State Administrative Manual (SAM), California Department of Human Resources (CalHR), State Controller's Office (SCO), and the California Department of Fish and Wildlife (CDFW).
30%	Serve as a liaison for invoice payments. Communicate with program staff, other divisions or departments verbally and in writing. Review charges and service periods on the invoices, then create vouchers in FI$Cal for US bank payments and Use Tax for California Department of Tax and Fee Administration payments and then route to SCO for payment processing. Check the daily FI$Cal Voucher Reports, review and analyze accounting transactions are posted correctly, and work with Program staff to resolve issues. Review and approve Contracts that are submitted to Accounting for approval. Post journal entries of expenditure transactions in FI$Cal that were interfaced from the SCO system with generic coding and reclassify to the CDFW's ultimate expenditures coding.
15%	Provide training to Accountant Trainee staff within the unit on reviewing vouchers, expenditure transactions, and vendor issues. Process manual claim schedules of various invoices and submit to SCO for payment as needed. Verify remittance advice and face sheets are accurate. Organize and compile data and information into reports to ensure accurate and clear documentation. Prepare documents to correct errors. Review and validate the Department's 1099 reportable payments report and make the necessary adjustments to ensure accurate 1099 reporting.
10%	Respond to customers inquiries related to average difficulty invoice payments, coding, expenditure corrections, and research accounting history to resolve discrepancies in payments or document balances. Provide occasional backup support where there is heavy workload, absences and/or vacancies in the accounting unit. Provide timely resolution of the outstanding returned vouchers, which require communication with Program staff as well as control agencies.

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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**