

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 25-026

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) 565-014-4542-003
UNIT NAME AND LOCATION Accounting Support & Cash Receipts, Headquarters	CLASS TITLE Accounting Administrator II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4542-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under general direction of the Chief of the Accounting Services Branch (ASB) (an Accounting Administrator III), the incumbent will plan, organize, direct, and evaluate the accounting activities for the Accounting Support (AS) & Cash Receipts (CR) Section which includes the Wildlife Conservation Board (WCB) Unit and the Cash Receipts Unit for the Department of Fish and Wildlife (CDFW). As ASB Section Chief, the incumbent provides leadership, guidance, and coordination of activities to ensure that the goals, objectives, and mission of the section are achieved. Responsibilities consist of supervising and training accounting staff in their respective duties, including but are not limited to deposits, remittances, reconciliation, front desk duties, review and approve confidential claims, transaction reclassifications; coordinates with other divisions, departments, and control agencies, to resolve the most complex issues with the State Controller's Office (SCO) and Financial Information System for California (FI\$Cal); prepares the more complex reports for management, cross trains staff and directly assists other managers and supervisors in ASB.

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> Manage and supervise a group of professional, analytical, and semi-professional accounting staff engaged in the accounting activities of a complex, multi-funded Department to ensure accurate, timely, and compliant financial operations. Oversee the planning, organization, direction, and evaluation of the AS and the CR Section, including WCB Unit to support the Department's fiscal integrity and operational efficiency. Recruit, direct, train, and evaluate staff members performing duties including year-end financial activities pertaining to the AS & CR Section. Initiate disciplinary actions to address work performance and/or behavioral issues in the workplace. Duties include but are not limited to oversight of daily deposits, remittance, monthly bank reconciliation, other account reconciliations, and accounting support operations including front desk and WCB, such as process payment of confidential claims, to ensure tasks are completed in accordance with Governmental Code (GC), State Administrative Manual (SAM), control agencies' directives, and CDFW operational manual. These accounting support oversight responsibilities consist of various activities such as vendor payments for legal settlements, Department of General Services Government Claims Program, SCO direct transfers reclass, refunds, and P-Card voucher/transaction review and approval.
20%	Design and implement accounting methods and procedures pertaining to the AS & CR Section consistent with control agency mandates and departmental goals outlined in SAM, Department of Finance (DOF) policies, SCO procedures, the Financial Information System of California (FI\$Cal) directives, and CDFW's operational manual to strengthen the department's financial accountability. Provide technical advice and consult with departmental staff on various accounting activities pertaining to AS & CR Section, such as collaborating with the Human Resources Branch (HRB) on Salary Advance process, payroll warrant release activities. Review and guide the training provided to program and division staff regarding proper and sufficient documentation on fiscal systems and accounting functions to ensure fiscal efficiency and accuracy.

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15%	Investigate and resolve the most complex issues pertaining to Accounting Support, Cash Receipts, and WCB Units, and consult with departmental management, control agencies, and other stakeholders as appropriate. Develop, present, and disseminate educational material - including presentations, procedural bulletins, memorandums, and policy updates - to promote understanding, consistency, and effective implementation of new or revised accounting procedures throughout the organization.	
15%	Oversee FI\$Cal system configurations, as well as all fiscal departmental subsystems to ensure timely month and year end closings. Provide technical leadership in troubleshooting, making necessary system changes, resolving issues, and ensuring accurate data. Oversee month-end and year-end closing activities ensuring department wide reports are posted timely and accurately through FI\$Cal transactions and other CDFW subsystems; this includes extracting queries and reports from FI\$Cal, Power BI, or other CDFW subsystems to build Microsoft Excel workbooks utilizing functions such as pivot tables, lookups, formulas for result driven analysis. Review and establish work priorities; monitor progress, quality, and accuracy of staff work; develop the section work plans; provide information to the Fiscal Systems Support Services Branch to establish tables in FI\$Cal.	
10%	Review and respond to audit reports and findings involving processes pertaining to Accounting Support, Cash Receipts, WCB Units and related issues. Review legislation for fiscal impact/requirements and provide analysis to develop and implement recommendations regarding the processing issues.	
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Provide information to Control Agencies such as the DOF, SCO, California State Auditor and maintain lines of communication with all levels of the Directorate. Establish appropriations set forth in legislation; Other job-related duties as assigned and necessary for operational continuity; serve in the absence of the Chief of Accounting. <u>WORKING CONDITIONS:</u> Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Work with staff statewide to complete work assignments. Overtime may be required and limited time-off during the year-end Financial Statement period. 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. 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		

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PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE