

☐	Current
☒	Proposed

Classification / Working Title Accounting Officer (Specialist)	Employee Name								
Position Number 018-024-4546-003	Supervisor Name / Classification Alexa Hendrix/ Senior Accounting Officer (Supervisor)								
Division / Branch / Unit Administrative Services/ Financial/ Travel & Office Revolving Fund (ORF)	Effective Date								
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2								
Tenure Permanent	Timebase Full Time								
Reporting Location (Employee's Headquarters Address) 1220 N Street Sacramento, CA 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/								
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.									
Division / Branch / DAA Information: The Financial Services (FSB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) financial services branch management, including accounts payable and receivable, travel, revolving funds, cashiers, financial reports, and fiscal systems analysis.									
Position Identification: Under the general supervision of the Senior Accounting Officer (Supervisor), the incumbent performs accounting duties of average difficulty for the Office Revolving Fund (ORF) and Travel Unit such as prepare, review and analyze financial reports, statements, accounts and records.									
Special Requirements: <table border="0"> <tr> <td>☐ Conflict of Interest Filer (Form 700)</td> <td>☐ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____%</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table> ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.		☐ Conflict of Interest Filer (Form 700)	☐ California Driver's License	☐ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☐ Field Work: ____%	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
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Essential Functions: <table border="1"> <tr> <td>40%</td> <td> Processing of Travel Expense Claims (TEC), Office Revolving Fund Check (ORF), and P-Card Transactions Independently research and apply accounting rules and regulations in accordance with the state guidelines: California Automated Travel Expense and Reimbursement System (CalATERS), Financial Information System for California (FI\$Cal), California Department of Human </td> </tr> </table>		40%	Processing of Travel Expense Claims (TEC), Office Revolving Fund Check (ORF), and P-Card Transactions Independently research and apply accounting rules and regulations in accordance with the state guidelines: California Automated Travel Expense and Reimbursement System (CalATERS), Financial Information System for California (FI\$Cal), California Department of Human						
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	Resources (CalHR), Department of Finance (DOF), and Department of General Services (DGS), Government Code, Internal Revenue Source Codes, State Administrative Manual (SAM), State Controller's Office (SCO) policies and procedures. • Audit and approve Travel Expense Claims (TECs) for in state, out of state, out of country and board members for accuracy and process Advance Requests for salary and travel. • Maintain and process procurement card (P-Card) in accordance with scheduled time frames. • Send out monthly P-Card reconciliation reminders to P-Card users. • Ensure all P-Card transactions flow to the accounting system timely from FI\$Cal and all payments post to Travel Payment Services vendor statements. • Audit P-Card transactions, verify accuracy of the P-Card invoices, ensure invoices are in accordance with the P-Card policies and procedures. Confirm account codes are posted to the appropriate expenditure program codes before submitting for approval and SCO payment. • Adhere to schedule time frames for P-Card payment, Travel Payment Services payment, invoice and statement reconciliations, and CalATERS TECs. • Process Report of Collections and submit vouchers to clear balances in FI\$Cal and initiate Transfers of Money between funds as needed. • Process and Run Pay Cycle in FI\$Cal and print necessary checks from ORF account. Communicate and coordinate with Accounts Payable staff and other units regarding printed checks and disbursements. • Process any daily permanent separation forms (SO-08) as needed. • Maintain logs for P-Card, Travel Claims, Separation forms and Checks received. • Process any Journal vouchers to redirect coding. • Communicate with client agencies, programs, and other units on a regular basis regarding any issues of concern with ORF or travel.
35%	Analytical Activities • Analyze outstanding entries on CalATERS and FI\$Cal reports, advise supervisor in clearing the outstanding entries. • Apply policies and procedures in the recovery of outstanding travel advances and salary advances. • Process monthly outstanding Travel Advance report (Dunn Letters) and Salary Advance Report. • Obtain necessary information for the current vendor data record STD. 204. • Submit vouchers for vendor payments to SCO according to SAM policies and procedures; create regular vouchers, prepaid vouchers, and Journal vouchers in FI\$Cal accordingly. • Support management in the year-end process for specific activities required to meet the year-end financial reporting due dates. • Provide documentation to support various internal or external audit requirements. • Verify the integrity of FI\$Cal and CalATERS data and interpret the results of financial transactions, make corrections as needed.
20%	Research Activities • Research and reconcile program staff travel expense accounts that disagree with FI\$Cal and CalATERS reports. • Research abatements by identifying overpayments to employees and vendors, submit the proper documents to the accounts receivable unit to credit the appropriate program. • Respond to vendors and departmental staff on account inquiries daily. • Contact departmental staff to resolve accounting problems or obtain needed information.

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	Research and respond to employee inquiries regarding travel rules and travel account balances.	
Non-Essential/Marginal Functions:		
5%	Other related duties as assigned.	
Desirable Qualifications: - Knowledge of statewide travel rules and regulations, including SAM, CalHR, DGS, and Bargaining Unit contract rules. - Effectively manage multiple priorities and follow through to ensure deadlines are met. - Excellent interpersonal, written, and verbal communication skills. - Ability to work both independently and as part of a team. - Strong analytical skills and ability to identify and resolve discrepancies. - Effectively manage multiple priorities and follow through to ensure deadlines are met. - High level of integrity, reliability, and attention to detail.		
Work Environment and Equipment Used: The incumbent works in a setting with workstations and private offices. The incumbent will have an office equipped with modular furniture, a phone, and a computer with various desktop programs. A printer is located outside of the office. The office is also equipped with an adjustable roller chair, file drawer cabinets that roll, stationary file drawers, and a desktop of standard height. The Financial Services office area is equipped with three photocopying machines and a fax machine. Files with shelves are located throughout the office. The maximum height of the files is approximately six feet. Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Specific telework schedules may be discussed further during the interview process. Staff will be assigned either a mini desktop or a laptop computer with email and various software and a cell phone to conduct the required duties. Once telework is assigned, staff will be assigned needed equipment for telework (monitor(s), keyboard and mouse).		
Employee Certification This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload. I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, <u>I am able to</u> perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights. I have read the duty statement and discussed the duties with my supervisor.		
Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

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CC: Employee
Official Personnel File
Supervisor's Drop File