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.

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) 565-014-4179-803
UNIT NAME AND LOCATION Fiscal Services Division/Accounting Services Branch	CLASS TITLE Accountant Trainee
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4179-803

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee, in a learning capacity, will perform professional accounting duties related to the review, audit, and approval of Travel Expense claims and special projects related to Travel.

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.)
	<u>ESSENTIAL FUNCTIONS</u>:
40%	Review, audit, and approve travel expense claims from prior and current fiscal year's Travel Expense Claims (TEC) via the California Automated Travel Expense Reimbursement System (CalATERS). Validate the appropriate use of detail account code, travel rules, procedures, and regulations, and ensure they are prepared in a manner consistent and in full compliance with applicable provisions of Bargaining Units, California Human Resources, Department of General Services travel policies, State Administrative Manual, and State Controller's Office (SCO) for completeness and accuracy. Communicate with claimants via telephone and/or email to resolve various issues related to the detail account coding, the regulations compliance and any other issues arising from CalATERS claims.
30%	Analyze, review, and audit advance requests for Office Revolving Fund (ORF). Prepare, maintain, and oversee ORF advance vouchers. Run report that lists all outstanding checks that have not vouchered to replenish ORF with Journal Vouchers for Expense Advances. Review Financial Information System for California (FI$Cal) vouchers outstanding report and make corrections as needed. Prepare the cashed checks for a Journal Voucher to be replenished, including the verification of completion of training through the Learning, Education, and Resources Network system or receipts for postage, etc. Prepare replenish vouchers. Notify programs of uncashed checks at 30-60-90-day intervals and initiate stop payments as needed. Correct the voucher errors in the FI$Cal System and verify the errors are corrected and posted in a timeframe permitted within FI$Cal. Research and provide necessary information to management to assist in decision-making. Prepare and provide CalATERS training as needed.
20%	Act as a point of contact for the TEC/ORF Help Desk related to documenting and presenting all issues related to travel to FI$Cal and/or SCO for resolutions. Process manual TECs via claim schedules and submit to SCO for payment as needed; maintain TEC log, Uniform Allowance Log and Excess Lodging forms. Develop, update, and maintain desk procedures, memorandums, and FI$CAL job aids related to travel as directed by the unit supervisor, management, or own initiative, to ensure appropriate internal control and accounting procedures are in full compliance.

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10%	**NON-ESSENTIAL FUNCTIONS:** Plan and prepare the year-end accrual process for TECs in accordance with the FI$Cal Job Aid and other procedures. Conduct special projects and other assignments in addition to the normal work activities, as assigned by the unit supervisor and/or upper management. Assist with other duties to provide support within the Accounting Services Branch. **WORKING CONDITIONS**: 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. Required to attend offsite meetings using private or public transportation, or other means of transportation such as walking between locations. Work with staff and/or vendors necessary to complete work assignments. 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 PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**		
PRINT EMPLOYEE'S NAME	**EMPLOYEE'S SIGNATURE**	**DATE**