

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 26-003

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) 565-014-4179-905
UNIT NAME AND LOCATION Accounts Payable Section/Team1	CLASS TITLE Accountant Trainee
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4179-905
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee, as a learner, will perform professional accounting duties while receiving training related to reviewing and approving vouchers/invoices; resolving payment and supplier 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.)
	<u>ESSENTIAL FUNCTIONS:</u>
40%	Perform accounting activities in the Accounts Payable (AP) Section using the Financial Information System for California (FI\$Cal), other accounting systems and applications such as Microsoft Access Database and Power BI. Duties include reviewing, auditing, and approving vouchers created by California Department of Fish and Wildlife (CDFW) regional, divisional, and program staff, and submitting them to State Controller's Office (SCO) for payments in an accurate and timely manner. Prepare transaction requests, manual claim schedules, and bond cash transfers as applicable to complete the payment process.
20%	Collaborate and communicate with control agencies, various units of the Accounting Services Branch, and suppliers to research, analyze, and take corrective action to resolve any issues related to invoice payments. Duties include reviewing, processing, and submitting a variety of expenditure correction requests such as the journal vouchers, and general ledger journals in FI\$Cal.
20%	Establish and maintain manual logs for various types of payments to ensure expenditures are posted to the proper expenditure accounts, supplier accounts, appropriations, and in compliance with Department of General Services, CDFW rules and regulations, and State Administrative Manual, as well as contract terms and coding. Perform periodic review and reconciliation between SCO disbursements, contract and payment logs, and purchase orders in FI\$Cal to ensure payment information is complete, accurate, and appropriate. Identify and resolve any discrepancies between the accounting records as applicable.
15%	Assist in the completion of month-end and year-end processes. Process payable-related accounting entries in FI\$Cal and prepare year-end accruals and corrections in Period 998, the year-end processing period used for activities such as recording accruals and making account corrections. Provide backup to other AP units to ensure timely closing of the accounting periods in FI\$Cal and achieve the overall mission of the AP section.

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5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Develop and write accounting procedures pertaining to processes for payment. 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. Work with staff statewide to complete work assignments. Overtime 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 PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME		EMPLOYEE'S SIGNATURE
		DATE