State of California - Department of Social Services
DUTY STATEMENT

EMPLOYEE NAME:	
VACANT	
CLASSIFICATION:	POSITION NUMBER:
Student Assistant	800-625-4870-950
DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)*	BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)*
Finance and Accounting/Accounting and Fiscal Systems	Accounting Disbursement/Contract & County Payments/Child Care Payments
SUPERVISOR'S NAME:	SUPERVISOR'S CLASS:
SANTOSH NEPAL	Accounting Administrator I, Supervisor

SPECIAL REQUIREMENTS OF POSITION *(CHECK ALL THAT APPLY)*:

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☑ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.		I have read this duty statement and agree that it represents the duties I am assigned.	
SUPERVISOR'S SIGNATURE	DATE	EMPLOYEE'S SIGNATURE	DATE

SUPERVISION EXERCISED *(Check one)*:

☑ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

None

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

None

MISSION OF ORGANIZATIONAL UNIT:

The Accounting Disbursements Bureau is responsible for fulfilling the disbursement obligations of the California Department of Social Services (CDSS) in accordance with the legal requirements of all programs administered by CDSS. The Bureau approves and processes all disbursements of payments in accordance with the Budget Act and other statutory authority for 30 funds and approximately 400 appropriations, totaling more than $47 billion annually.

CONCEPT OF POSITION:

The Student Assistant (SA) receives close supervision from an Accounting Administrator I, Supervisor (AA I-Sup). The SA learns to assist with professional accounting duties by organizing and reviewing financial data, and learns to develop analytical skills while gaining practical experience within the Child Care Payments Unit. The SA learns to perform various accounting functions as they relate to the maintenance of CDSS' fiscal integrity for ensuring timely disbursements of state and federal funds. The SA utilizes the Financial Information System for California (FI$Cal) to meet daily operational needs.

A. RESPONSIBILITIES OF POSITION:

40% Learns to interpret the appropriate rules, regulations, and established procedures for invoices in auditing and scheduling payments for contracts to vendors and assistance payments to the counties by funding source.

15% In a learning capacity, assists in performing reconciliations of disbursement expenditures recorded in FI$Cal and State Controller's Office appropriation accounts to ensure proper accountability of federal and state funds.

15% Learns to assist CDSS staff regarding the payment process and fiscal provisions in the contract. Assists in responding to vendor and contract inquiries regarding disbursements and discrepancies in payments of federal and state funds.

10% In a learning capacity and with guidance and direction, responds to inquiries from vendors, control agencies, and other agencies by telephone, written correspondence, and reports.

10% Other duties to provide support within the Accounting and Fiscal Systems Branch.

5% In a learning capacity, maintains the contracts database to track funding and encumbrance balances; maintains and reconciles payments on internal contract logs with FI$Cal; and reviews and analyzes FI$Cal financial reports.

5% Assists in filing documents.

B. SUPERVISION RECEIVED:

The SA receives close supervision from an AA I-Sup. The SA is responsible for the timely completion of assignments in an acceptable format and apprising the supervisor of workload status on an ongoing basis.

C. ADMINISTRATIVE RESPONSIBILITY:

None

D. PERSONAL CONTACTS:

The SA works closely with CDSS staff, state agencies, counties, and vendors.

E. ACTIONS AND CONSEQUENCES:

Maintenance and control of the expenditure process will ensure auditing and payment of the claims will occur in an efficient and timely manner. Failure to do so may result in making incorrect or delayed payments to counties and vendors conducting business with CDSS and can initiate penalty interest payments to vendors. This will jeopardize CDSS' working relationship with counties and vendors in small business, causing a decline in CDSS' ability to operate critical human services programs.

F. OTHER INFORMATION:

The SA is in a training classification which will develop his/her skills in state government accounting practices, processes, and techniques. The SA will develop analytical skills, written and oral communication skills, customer service and follow-through skills, and sound judgment to adjust workload in order to meet conflicting deadlines while working under pressure. The employee may also be required to learn various duties within the Contract Payments Unit to provide team coverage during heavy workload periods.