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.

RPA # E-ASB 26-011

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) 565-014-4567-010
UNIT NAME AND LOCATION Federal Unit, Sacramento	CLASS TITLE Senior Accounting Officer (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4567-010
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Accounting Administrator I (Supervisor), this position independently performs the more difficult accounting duties associated with the establishment and maintenance of federally funded grants, cooperative agreements, and reimbursement contracts. Additionally, it involves preparing interim and final financial status reports, verifying expenditures, encumbrances, and matching activities, assisting with invoice resolution, and analyzing federal grants and reimbursements.	

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%	**Grant/Cash Management** • Performs professional accounting duties to establish and maintain records of federally funded grants, cooperative agreements, and reimbursement contracts. • Analyzes and all assigned federal grants and reimbursement contracts to identify terms and conditions, period of performance, the federal sharing ration, and compares expenditures against allotments. • Reviews and analyzes monthly Financial Information System for California (FI$Cal) expenditure reports and use that information to request draw-down of Federal funds and adjust indirect and direct charges. • Prepares and submits remittance advice in FI$Cal for processing by State Treasurer's Office (STO). • Calculates and provides Statewide Cost Allocation Plan (SWCAP) data to manager. • Prepares and submits invoices for Federal reimbursement contracts.
30%	**Reconciliation** • Reconciles grant activity and prepares interim and final financial status reports for all assigned federal grants and reimbursement contracts. • Assist unit manager in the monthly reconciliation of Fund 0890 fiscal year and 1944 accounts, Plans of Financial Adjustment (PFAs) and/or SWCAP. • Reconciles agency balance with federal balance and corrects entries if necessary. • Reviews and calculates SWCAP and provides data to manager. • Post journal entries in Fi$Cal for assigned grants/reimbursements as needed.
25%	**Monitoring** • Reviews and assists other staff in the preparation of final financial status reports, including check of all state matching funds and in-kind matching activities, verifies all expenditures are valid, all encumbrances are clear and makes any necessary adjusting entries. • Monitors outstanding invoices and sends second and third notices as needed.

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.)
10%	• Reviews and assists with the analysis and of all Federal grants and reimbursements within the unit. • Assists manager with training of other staff within the unit (if needed). **NON-ESSENTIAL FUNCTIONS:** • Review legislation for fiscal impact/requirements and provide analysis and recommendations. • Serve as the Department's liaison with the Federal Government. • Participate in special projects as needed. • Act as lead in the absence of the assigned lead. **WORKING CONDITIONS**: Ability to use a computer keyboard several hours a day. Standard office environment that involves sitting most of the time but involves walking or standing for brief periods. Work with staff statewide to complete work assignments. Time off may not be granted during the year-end Financial Statement period and Federal grant closing periods. Required to attend offsite meetings using private or public transportation, or other means of transportation such as walking between locations. 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**