

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**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 24-016/E-ASB 24-018

<b>INSTRUCTIONS:</b> 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, Travel/ORF Unit	CLASS TITLE Accountant Trainee
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-014-4179-905

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> 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.
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<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
40%	<b>ESSENTIAL FUNCTIONS:</b>  In a learning capacity, review, audit, and approve all inbound and back logged Bargaining Unit BU7 TECs 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 BUs, 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, such as taxability, and tax adjustment etc.
30%	Learn to review the Financial Information System for California (FI\$Cal) error file, correct the errors and verify the errors are corrected and posted in a timeframe permitted within FI\$Cal in conjunction with the daily reconciliation of the daily CalATERS reports, and copies of the daily batch of the approved claims. Act as a backup to assist in processing long-term assignment and/or relocation claims. Review all receipts from Department employees and update CalATERS system to maintain accurate travel advance records and verify each receipt is correctly applied to a correct travel advance in FI\$Cal by Cash Receipt. Research and provide necessary information to management to assist in decision-making. Prepare and provide CalATERS training as needed.
20%	In a learning capacity, act as a point of contact for the TEC/ORF (Office Revolving Fund) 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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<p>10%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>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.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to act with open-mindedness, flexibility, and tact. Ability to qualify for a fidelity bond. Create and maintain intermediate leveled MS Excel work sheets and Word documents; identify, analyze, research, and solve problems as necessary. Knowledge of Generally Accepted Accounting Principles (GAAP) accounting principles and practices in compliance with GAAP pronouncements; departmental and statewide policies and procedures to work assigned; Uniform Code Manual (UCM) and State Administrative Manual (SAM). Ability to assist in the development of financial policy; interpret and apply laws, rules, standards, and procedures; study and respond to changes, and apply quickly to work assignments.</p> <p><b>Interpersonal Skills:</b> Work in a team setting. Effectively and efficiently communicate with employees and outside vendors. Ability to work closely with supervisor to identify accounting office capabilities as they apply to a variety of program needs</p> <p><b>Working Conditions:</b> 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. Occasional travel may be required to attend meetings and hearings via private or public transportation; work with staff and/or vendors necessary to complete work assignments. Headquartered in a high-rise building. Position may be eligible for a hybrid telework schedule depending on operational needs.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b></p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>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.</b></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>