

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER <b>26568</b>	DGS OFFICE or CLIENT AGENCY <b>Office of Fiscal Services</b>	
UNIT NAME <b>Program Support Accounting Section (PSAS)</b>	REPORTING LOCATION <b>707 Third St, 9th floor, West Sacramento, CA 95605</b>	
SCHEDULE (DAYS / HOURS) <b>Monday through Friday, 8:00 a.m. and 5:00 p.m. (flexible)</b>	POSITION NUMBER <b>306-248-4179-011</b>	CBID <b>R01</b>
CLASS TITLE <b>Accountant Trainee</b>	WORKING TITLE	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

**POSITION CONCEPT**

Under close supervision of an Accounting Administrator I (Sup), the Accountant Trainee performs, in a learning capacity, professional accounting and payment activities of assigned programs while maintaining the proper internal controls. The accounting tasks are performed in accordance with Office of Fiscal Services (OFS) guidelines, Governor's Budget, Department Of Finance (DOF) rules and regulations, State Controller's Office (SCO) policies, California Prompt Payment Act, State Administrative Manual (SAM), and government codes utilizing the Financial Information System of California (FI\$Cal) People Soft and Microsoft (MS) Office Suite.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	Audits, reconciles, and prepares invoices for payment by reviewing purchase documents against the invoices and goods received reports, determining the payment distribution and method to generate vouchers; and by responding to inquires and billing issues in order to provide timely and accurate payments to vendors.
25%	Reviews, reconciles, and verifies the accuracy of transactions, accounts, records, and vendor's statements, creates correction documents and assists in communicating with DGS programs and vendors regarding the reconciliation of discrepancies found based on the analysis in order to provide timely and accurate payments and fiscal reporting.
20%	Researches, analyzes, and resolves invoice issues by generating reports (Hold report, ORF Outstanding Advance report, Unposted Voucher report and Missing Payment report, and other applicable reports) pertaining to payments to suppliers, reimbursements to revolving fund, and accurate tax reporting in order to take corrective action to resolve issues and notify management of issues for escalations.
10%	Assists with any accounting related projects as assigned, including developing, maintaining, and updating tracking spreadsheets, desk manuals, and work status reports for management while adhering to all State guidelines, laws, rules and regulations.

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 Current Proposed

PERCENTAGE	DESCRIPTION
5%	Assists on year-end required Accounts Payable assignments by reconciling encumbrance balances in order to correct any discrepancies found and ensure accuracy.

**MARGINAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
5%	Assists in providing back-up support to staff in their absence in order to assist with workload needs to ensure DGS programs receive assistance in accordance with office guidelines.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

- Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
- Ability to remain at workstation for an extended period of time.
- This position is eligible for telework up to three (3) days a week, in accordance with DGS's Telework Policy, and will be required to report to the office a minimum of (2) days a week. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED