

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 26743	DGS OFFICE or CLIENT AGENCY Office of Fiscal Services	
UNIT NAME DGS Accounting - General Ledger	REPORTING LOCATION 707 Third St, 9th floor, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday through Friday, 8:00 a.m. and 5:00 p.m. (flexible)	POSITION NUMBER 306-234-4179-069	CBID R01
CLASS TITLE Accountant Trainee	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 (Supervisor), the Accountant Trainee performs, in a learning capacity, accounting functions at the entry level for assigned DGS program offices and client agencies. The Accountant Trainee performs all tasks in accordance with Office of Fiscal Services guidelines, Governor's Budget, Department of Finance rules and regulations, State Controller's Office (SCO) policies, State Administrative Manual, and state and federal laws.

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

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews and analyzes fiscal accounting data and forecast revenues, reimbursements and expenditures through the end of the fiscal year, in a learning capacity, by comparing source documents received from DGS program offices and client agencies, vendors, and customers, in order to prepare the less difficult financial statements and reports utilized by program offices and client agencies, SCO, and Department of Finance (DOF), to ensure the availability of sufficient funds to meet DGS program office's and client agency's operational requirements.
30%	Reconciles less difficult accounting records by cross referencing records in Financial Information System for California (FI\$Cal) with SCO records and balances on monthly basis to ensure accurate and timely financial information, in order to prepare year-end financial statements utilized and required by DGS program offices and client agencies, SCO, and DOF in conformance with the budgetary, legal, and Generally Accepted Accounting Principles.
15%	Researches, recommends, and provides alternatives on the less difficult accounting issues in a timely manner by directly communicating with or assisting in collaboration with DGS program offices and client agencies, accounting staff, and Budget Office, in order to verify completion and resolution of accounting issues, to ensure customer satisfaction.
10%	Develops and maintains internal and external directive procedures in order to assist staff and guide DGS end-users in performing newly implemented tasks in FI\$Cal, and to ensure the timely

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

PERCENTAGE	DESCRIPTION
	resolution of any accounting issues.
5%	Maintains Chart of Accounts in FI\$Cal in order to provide the foundation for accurate financial data utilized by accounting staff, DGS program offices, SCO, and DOF, to ensure fiscal integrity.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up support to staff in their absence, and performs duties as assigned by developing, maintaining, updating tracking spreadsheets, desk manuals, work status report, assisting in special projects, and training new staff in order to assist with workload needs to ensure work is completed timely for DGS program offices and client agencies 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