

PROPOSED

**Department of Health Care Access and Information
Duty Statement**

Employee Name <Vacant>	Organization Office of Administrative Services Accounting Services Branch AR/Cashiering Unit	
Position Number 441-161-4179-XXX	Location Sacramento	Telework Option Hybrid
Classification Accountant Trainee	Working Title Accountant Trainee	

General Description		
<p>Under the close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee, in a learning capacity, learns the roles of the State’s control agencies, agency activities, departmental systems, and central fiscal control activities. The position performs the cashier function which includes receiving checks and preparing bank deposits, processing credit card transactions for payment of invoices, and reconciliation of data.</p> <p>This position requires complete quality work assignments and meet deadlines, as required; and the ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work underpressure for time-sensitive, high priority projects.</p>		
Supervision Received	Under general direction, the incumbent reports directly to the Accounting Administrator I (Supervisor).	
Supervision Exercised	None.	
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.	
Typical Working Conditions	Requires prolonged sitting, use of telephone, desktop and laptop computers, and frequent contact with employees and the public. Written, verbal, and electronic communications. Requires the ability to move between various Department of Health Care Access and Information (HCAI) work areas. Core business hours are 8:00 a.m. to 5:00 p.m. and extra hours may be necessary beyond scheduled work hours.	
Job Duties E = Essential, M = Marginal		
40%	E	Under supervision, prepares for the remittance of all HCAI’s cash to State Controller’s Office, including wire transfers. Perform daily financial transactions which include classifying, computing, verifying, and recording accounts receivable data into the Financial Information System for California (FI\$Cal). Monitor and verify daily deposit transactions in FI\$Cal to ensure transactions are posted correctly. Run various FI\$Cal reports to validate and reconcile transactions.
25%	E	Under supervision, analyze, reconcile, and process various deposits from the Office of Health Care Affordability (OHCA). Review overpayment refund requests for appropriateness and accuracy. Analyze and prepare refunds as needed. Input revenue and

reimbursement information into the accounting system. Assist with identifying and researching errors, make corrections and posting accounting entries. Advise and consult with program personnel with issues or questions.

15% E

Under supervision, reconciles reimbursement accounts between the various funds and prepares monthly, quarterly, or annual invoices. Assists in special reimbursement reports for management. Reviews reports and takes appropriate action to resolve reimbursement reconciling items. Assists in the year-end financial statements for HCAI governmental funds and Generally Accepted Accounting Principles (GAAP) spreadsheets for OHCA and other offices. Assists with year-end functions, month-end reconciliations and training

15% E

Under supervision, maintain Deposit logs, Uncleared Collection, Advance Collection logs and Remittance folders. Provides backup for prepayment account maintenance, account collections and reconciliations, and bankruptcy.

5% M

Other duties appropriate for the position/classification. This includes assisting with other workloads when priority workload is backlogged.

Other Expectations

- Knowledge of accounting principles and procedures, State accounting rules and regulations.
- Excellent attendance, punctuality, dependability, work habits, interpersonal and analytical skills.
- Ability to communicate effectively orally and in writing.
- Successfully completes quality work assignments and meets deadlines, as required.
- Ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects.
- Adheres to all HCAI policies and procedures.
- Recognizes the needs of others and treats others with respect and dignity.
- Demonstrates a commitment to performing duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Maintains good work habits and adhere to all HCAI policies and procedures.
- Demonstrates a commitment to HCAI's Vision, Mission, and Goals.
- Demonstrates a commitment to HCAI's Core Values.
- Demonstrates a commitment to adhere to HCAI Expectations of Managers/Supervisors

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date