



Duty Statement

Classification: **Accountant Trainee**

JC-296830

Position Number: **275-210-4179-702**

HCM#: **4318**

Branch/Section: **Financial Office / Financial Reporting and Accounting Services Division, Accounting Services – Accounts Payable Unit**

Location: **Sacramento, CA**

Telework: **Not eligible**

Working Title: **Accounts Payable Specialist**

Effective Date: **April 1, 2022**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

As a part of the CalPERS Financial Office (FINO), the Financial Reporting and Accounting Services Division (FRAS) provides control and direction for accounting activities of all funds and programs. The division coordinates the funding for the administration of all CalPERS' programs, publishes financial statements and provides support for management systems to assist CalPERS in improving operational efficiency and effectiveness.

Under the close supervision of the Financial Accountant II Supervisor, the Accountant Trainee performs professional accounting tasks requiring knowledge of general accounting principles and practices.

Essential Functions

- 40% Using Peoplesoft Financial System (PeopleSoft), reviews Purchase Orders to validate available funding and receipt of purchased items. Upon validation, processes the less complex accounts payable invoices and claim schedules for payment in compliance with departmental policy, the State Administrative Manual, and accounting procedures prescribed by the State Controller's Office (SCO). Applies accounting principles and departmental policies to ensure appropriate accounts, funds, and fiscal years are utilized to provide accurate and consistent financial reports that are shared with internal customers, vendors, and control agencies. Assists vendors and CalPERS staff with questions regarding payments and various other inquiries.
- 35% Manages the inbox, printing incoming invoices and addressing payment inquiries. Oversees the review, sorting, scanning, and distributing CalPERS administrative invoices for approval and payment. Utilizing PeopleSoft, identifies purchase order type and approving program area in order to route the invoice to the appropriate program area. Oversees the maintenance of the invoice tickler file and tracking process.
- 15% Reconciles general ledger accounts, such as Claims Filed and Cash, to SCO's CD-102 – Notice of Claims Paid Report. Answers the less complex payment inquiries and general process questions from program areas and vendors on administrative accounts payable invoices and expenditures.
- 5% Adds new or updates existing vendors in PeopleSoft. Reviews, maintains, and ensures accurate and up to date address and tax withholding information for vendor accounts in the PeopleSoft Accounts Payable System. Communicates regularly with internal and external customers, vendors, and control agencies during this process and resolves the less complex accounting issues.

Marginal Functions

- 5% Participates in and/or completes special projects as requested by management. Perform other duties as required.

Knowledge, Skills, and Abilities

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

Desirable Qualifications

- Principles of electronic data processing;
- Proper English spelling, grammar, punctuation and sentence structure;
- Policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities;
- Statistical methods and principles of policy development and formulation;
- Modern office methods and equipment, including experience with personal computers utilizing Microsoft Outlook, Word, Excel and PowerPoint;
- Intermediate to advanced Microsoft Excel skills;
- Work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs; establish and maintain cooperative working relations with those contacted in the work;
- Work effectively both independently and cooperatively with others;
- Analyze a variety of accounting data;
- Interpret and apply laws, rules, standards and procedures;
- Communicate effectively both orally and in writing;
- Apply principles of finance, recommend and develop financial policy;
- Exercise initiative and flexibility;
- Work within tight deadlines, under pressure and on competing priorities;
- Organize and establish workload priorities and complete multiple projects simultaneously;
- Strive to master specific competency and skill levels;
- Demonstrate a high degree of independence, initiative, and responsibility in successfully performing the assigned duties;
- Must use independent judgement and discretion while working with staff from all levels of the organization.

Working Conditions

- Must be able to work in the office Monday – Friday from 8:00 am – 5:00 pm.
- Must be able to work in a low wall, cubicle environment with bright natural and fluorescent light.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance
- Ability to demonstrate punctuality, initiative, and dependability
- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance)
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name: _____

Employee Signature: _____

Date: _____

I certify that the above accurately represent the duties of the position.

Supervisor Signature: _____

Date: _____