

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services		EFFECTIVE DATE
BRANCH/SECTION Accounting Office/Accounts Payable-Travel		CLASS TITLE Accountant Trainee
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION San Francisco or Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-405-4179-005
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.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under close supervision of the Senior Accounting Officer (Supervisor), the incumbent, as a learner, performs professional accounting work related in Accounts Payable-Travel Unit. The incumbent will apply knowledge of Generally Accepted Accounting Principles (GAAP) and various control agency policies and procedures. Audit, review, and process CalATERS Global Travel Expense Reimbursement (ER) in conformity with the California Department of Human Resources (CalHR) rules and regulations, the State Administrative Manual (SAM) pertaining to all travel reimbursements. Determine the applicable rules and regulations needed to resolve items claimed for reimbursements. Approve travel expense claims after verifying the validity of the claim and ensure that all necessary supporting documentation is provided to California Public Utilities Commission (CPUC) Accounting.		
% Of time performing duties	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 additional sheet if necessary)	
	<u>ESSENTIAL FUNCTIONS:</u>	
45%	Assists in the review and analysis of CPUC employees' travel claims, Contractor TECs, relocation claims, and travel advances for accuracy and compliance with CPUC, SAM and CalHR policies and procedures; audits travel claims, relocation claims, and travel advances in CalATERS for processing. Assist with customer service support "help desk" for CPUC employees' travel and relocation related questions; Coordinates and works closely with State Controller's Office (SCO), CalATERS staff, all CalATERS system changes, upgrades, and technical support. Assisting Accounting Officer in analyzing and researching issue found in monthly bank reconciliation report by verifying expenditures with the Budget Control Officers through email. Review and audits Enterprise Rental Car gas charges and bills to appropriate employees in CalATERS and other travel related reports.	
30%	Processes Revolving Fund checks request from HR or Cashiering unit such as payments for suppliers, salary advance, separation paid, travel advance request through running the Pay Cycle function in the Financial Information System for California (Fi\$Cal) accurately and timely, then print check in the office for mailing. Prepare vouchers for Commuter check and Citibank in Fi\$Cal. Assists in monitoring and resolving CalATERS voucher related errors with Accounts Payable-Travel Unit supervisor. Works collaboratively and provide necessary assistance and correspondence to various levels of departmental staffs, and other state agencies.	
10%	Assists in completing critical tasks related to year-end closing including reviewing and posting accruals, reviewing TEC transactions in Fi\$Cal report, creation of new files, and destruction/moving of older files. Ensures Fiscal Office files are in order – Files all batches, contracts, and claim schedules within one week of release. Ensures all files are complete and readily available for research and audit purposes.	

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10 %	<p>Review, reconcile and distribute commuter checks for CPUC employees; work with Cashiering unit staff to order commuter voucher checks and request Misc. Revolving Fund request monthly; May act as a custodian for the commuter voucher checks received when arrived; Distribute, and mailing commuter voucher checks monthly to HR liaisons; reconcile checks distributed and received back; Prepare summary report and reconcile commuter check charges by payroll unit. Coordinate with AP staff for subsequent payment/reimbursement.</p> <p><u>MARGINAL FUNCTIONS:</u></p>
5%	<p>Other assignments including but not limited to assisting other staff in their backlog, backup coverage on behalf of other team members, and special projects.</p> <p><u>KNOWLEDGE AND ABILITIES</u> [<i>From Class Specs</i>]</p> <p>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.</p> <p>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.</p> <p><u>Special Personal Characteristic”</u></p> <p>Ability to qualify for a fidelity Bond.</p> <p><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></p> <p>Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</p> <p>Ability to maintain a moderate workload with frequent interruptions, while maintaining a positive, professional demeanor to both Fiscal/Accounting Office and CPUC staff, as well as external customers.</p> <p>Must maintain consistent and acceptable attendance.</p> <p>Must be willing to work irregular hours, nights, and/or weekends to meet the Department’s business needs.</p> <p>Up to 10% Travel to CPUC field offices and throughout the State which may include overnight, and/or several days.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Misha Shukla	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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