

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services	EFFECTIVE DATE
BRANCH/SECTION ASD/Accounting Office/AP-Vouchers	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) 680-405-4179-003

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), as a learner, the incumbent performs professional accounting work related in the Accounting Office's Accounts Payable-Voucher Section. The Accountant Trainee, position will apply knowledge of Generally Accepted Accounting Principles (GAAP), State Administrative Manual (SAM) and various control agency policies and procedures in analyzing documents and posting them in Financial Information System for California (FI\$Cal) and various other California Public Utilities Commission (CPUC) automated systems.

% 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. <i>(Use additional sheet if necessary)</i>
	<p><u>ESSENTIAL FUNCTIONS:</u></p>
45%	<p>Reviews, analyzes, and audits the invoices for goods and services in accordance with the California Prompt Payment Act, SAM, State Controller's Office (SCO), Board of Control and all applicable rules, regulations, and departmental procedures. Maintains, reviews, and tracks invoices for approval by program. Ensures invoices are coded correctly, have proper approval and authority for payments. Reconciles payments with payment logs and FI\$Cal data. Keeps track of encumbrances and communication with Program Manager to resolve any issue that may arise.</p>
35%	<p>Use FI\$Cal on a daily basis to create vouchers for payments which may include purchase orders, contract payments, refund payments, monthly rents, direct transfers, and settlements. Monitor daily transactions in FI\$Cal and make sure they are posted correctly and free of errors. Run various FI\$CAL reports to validate and reconcile transactions. Process Journal Vouchers (JV) to make necessary corrections. Assist supervisor with preparing the annual Late Payment Penalties Report and 1099 Report.</p> <p>Researches, analyzes, and provides necessary assistance and correspondence to various levels of departmental staff, suppliers, and other state agencies. Calculates late payment penalties, prepares stop payment requests, verifies abatement coding, and submits dispute notification to supplier when appropriate. Provides assistance to other accounts payable-voucher staff in resolving issues and providing guidance.</p>
10%	<p>Creates vouchers in FI\$Cal using the Office Revolving Fund (ORF) as needed. Ensures the ORF is replenished timely and accurately in accordance with State laws, rules, and regulations. Keeps track and monitors the ORF tracking spreadsheet. Reviews and approves the Procurement-Card (P-Card) vouchers. Correct vouchers build errors as needed.</p>
5%	<p>Completes tasks related to year-end closing including reviewing and posting accruals, reviewing contract balances, creation of new files, and moving of older files to archives</p>

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5%	<p><u>MARGINAL FUNCTIONS:</u></p> <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>Special Personal Characteristic:</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 throughout the State which may include overnight, and/or several days</p>
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Kim Xu	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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