

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 7/19)

Classification Title Accountant Trainee	Board/Bureau/Division Division of Administrative Services
Working Title Accountant Trainee	Office/Unit/Section / Geographic Location OAS/Fiscal Operations/Accts Payable
Position Number 610-720-4179-001	Effective Date

General Statement: Under close supervision of the Accounting Administrator I (Sup), the Accountant Trainee will perform a variety of professional accounting duties to provide accounting services to our more complex and sensitive group of clients i.e., the Executive and Administrative Offices. The duties include, but are not limited to the following:

A. SPECIFIC ASSIGNMENTS

50% Audit and Prepare Invoices Pertaining to Encumbered Documents (E)

- Daily review and audit of invoices pertaining to encumbered documents, i.e., Standard Contracts, Inter-Agency, and Purchase Orders for compliance with the laws and regulations established in the Financial Information System of California (FI\$Cal) and State Administrative Manual (SAM). (20%)
- Verify authorization and availability of funds prior to payment. Code and input invoices into the FI\$Cal for payment. Make payments to contractors based on work completed by the contractor. (20%)
- Review, monitor and post Standard Agreements, Contract Delegations, Purchase Orders, Interagency Agreements, and amendments to increase or decrease an agreement to the appropriate Expenditure Ledgers & Estimate Registers. Prepare and post Journal Entries to adjust the various ledgers as needed. (10%)

40% Technical and Analytical Functions (E)

- Upon receipt of vendor requests, review FI\$Cal Statewide vendor table for vendor duplication, expiration, changes, etc., prior to adding or updating FI\$Cal system. Process invoices for payment according to SCO regulations, verify coding and updating automated financial records. Prepare, maintain, and reconcile contract ledger records by logging the payments in excel. (20%)
- Monitor vendor payment history accounts and reports for abnormal balances or discrepancies; make adjusting journal entries when necessary. Prepare and post journal entries to adjust the various ledgers as needed. Prepare a written dispute notification letters and forward to vendor. (15%)
- Navigate through the multitude of payment record and encumbrance queries to review and ensure expenditures are posted according to SAM, to the appropriate allotment(s), vendor accounts and appropriations. Research and resolve complex payment and reporting problems. Maintain accurate balances by liquidating encumbrances when transfers are downloaded, and payments are made. (5%)

10% Assist with Various Assignments and Projects (M)

- Compile data for a variety of financial research projects. Assist in the year-end accrual process and the closing of the department's financial statements. Other duties as required.

- B. Supervision Received
Under close supervision from the Accounting Administrator I (Sup), the incumbent receives training and learns departmental systems and fiscal control activities at an entry level to achieve the professional series of accounting.
- C. Supervision Exercised
None
- D. Administrative Responsibility
None
- E. Personal Contacts
This position has ongoing contact with program and administrative liaisons, state control agencies regarding accounting questions, concerns and interpreting the rules and regulations pertaining to the fiscal control activities.
- F. Actions and Consequences
Inaccurate record keeping could result in overstating or understating individual accounts and the department's financial reporting statements.
- G. Functional Requirements
The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The incumbent must be able to remain in a stationary position 50% of the time. Daily access to and use of a personal computer and telephone is essential.
- H. Other Information
The incumbent must have the ability to express ideas in cases where the laws, guidelines are not clear. Analyze situations quickly and correctly and take appropriate and effective action when responding to clients, employees, or other state control agency's needs. Operate common office equipment and software; make mathematical computations rapidly and accurately.
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature _____ Date _____

Printed Name _____

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name