



Classification: Accountant Trainee  
 Position Number: 880-600-4179-XXX

**DUTY STATEMENT**

CURRENT  PROPOSED

<b>RPA Number:</b> 24-600-045	<b>Classification Title:</b> Accountant Trainee	<b>Position Number:</b> 880-600-4179-XXX
<b>Incumbent Name:</b> Vacant	<b>Working Title:</b> Accountant Trainee	<b>Effective Date:</b>
<b>Tenure:</b> Permanent	<b>Time Base:</b> Full-time	<b>CBID:</b> R01
<b>Division/Office:</b> Division of Administrative Services, Accounting Branch		<b>Section/Unit:</b> Transactions Section 1 / Travel, Payment, and Support Unit
<b>Supervisor's Name:</b> Mariya Sjostrand		<b>Supervisor's Classification:</b> Accounting Administrator I (Supervisor)

<b>Human Resources Use Only:</b>	
<b>HR Analyst Approval:</b>	<b>Date:</b>

<b>General Statement</b>
Under the close supervision of an Accounting Administrator I (Supervisor) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
<b>Position Description</b>
Audit and process travel expense claims and supporting documentation by applying CalHR Regulations, Bargaining Unit Memorandum of Understanding (MOU's), Management Memo's, and Water Board Policy. Review and process travel advances and post to FI\$Cal, Revolving Fund, and receivable accounts general ledger. Liquidate travel advances when travel expense claims are received and prepare vouchers for replenishment of the Office Revolving Fund. Process travel expense claims using CalATERS and manual processes when needed. Audit, analyze, and prepare for credit card payment, purchase orders, service orders, training request forms, and other miscellaneous purchase documents. Assemble and proof claim schedules/vouchers for issuance of State Controller warrants. Courteously assist with answering routine inquiries regarding multi-funded expenditure allotments, invoice dispute notifications, payment penalties, purchase records, reverting appropriations, reportable payments, year-end accruals, and accounts from administrative staff, program staff, suppliers, and control agencies.



**Essential Functions (Including percentage of time):**

25%	Audit and process travel expense claims and supporting documentation by applying CalHR Regulations, Bargaining Unit MOU's, Management Memo's, and Water Board Policy. Review and process travel advances and post to FI\$Cal, Revolving Fund, and receivable accounts general ledger. Compare monthly outstanding travel advances to the FI\$Cal document file. Liquidate travel advances when travel expense claims are received and prepare vouchers for replenishment of the Office Revolving Fund. Reconcile and monitor travel receipts transmittal sheets. Reconcile travel advances to aged receivables report. Consult with the Program Managers, Administrative Officers, and staff regarding the clearance of routine outstanding travel advances & overpayments and prepare correspondence as necessary. Process travel expense claims using CalATERS and manual processes when needed. Assist state and regional board staff with a variety routine travel related inquiries. Answer routine CalATERS questions and provide backup for CalATERS help desk. Assist with answering questions from travel contractors and control agencies.
25%	Audit, analyze, and prepare for payment U.S. Bank Central Travel Account (CTA), PCards, Wexbank, purchase orders, service orders, training request forms, and other miscellaneous purchase documents. Audit, analyze, and process expense advances, utility invoices, and other miscellaneous invoices. Obtain invoices, reports and other required information by accessing suppliers online including U.S. Bank Admin Console, Concur, iBank, Calnet 3 and My Verizon Account. Review, analyze, and reconcile invoice statements to ensure establishment of proper payment in FI\$Cal. Review vendor tax forms, post in appropriate general ledger accounts and prepare FI\$Cal input forms to create appropriate Vendor Files. Review and prepare expense advances; post to expense advance general ledger account. Assemble and proof claim schedules/vouchers for issuance of State Controller warrants.
20%	Prepare FI\$Cal input forms to post to the appropriate general ledgers, liquidate encumbrances as needed and to create claim schedules/vouchers. Review purchase received documentation and DGS Small Business Certifications to calculate appropriate penalty payments as needed. Courteously assist with answering routine inquiries regarding multi-funded expenditure allotments, invoice dispute notifications, payment penalties, purchase records, time extensions, reverting appropriations, cash transfer letters, reportable payments, year-end accruals, and accounts from administrative staff, program staff, vendors, contractors, and control agencies.
10%	Prepare and process Reports of Collection and Deposit Slips for State Board Receipts utilizing CashPro and FI\$Cal. Ensure that all information needed to identify the appropriate revenue, program, and fund source can be identified. Contact the Bank and/or State Treasurer to resolve the more routine deposit issues. Deliver deposits to the Bank if needed.

**Marginal Functions (Including percentage of time):**

10%	Provide cooperative backup for Revenue/Payroll Unit (RPU), Loans and Grants Unit (LGU), Tanks Payment Unit (TPU), and Contract//Payment Unit (CPU). Assist with processing loans/grants payments, posting accounts receivables, tank payments and contract payments; and office support functions including answering phones, distributing mail, printing forms, and typing checks. Assemble proof and review vouchers/claim schedules.
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5%	Review FI\$Cal Edit Activity Report listing for input errors. Analyze, and research original input documents. Prepare necessary entries to correct transaction records. Consult with FI\$Cal Systems Analyst as necessary to resolve correction issues.
5%	Other special analyses and projects related to Accounting Office functions as assigned. Perform other duties as required. Overtime during peak periods, such as yearend, may be required.

**Typical Physical Conditions/Demands:**

The job requires extensive use of a work-issued laptop and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 40 pounds, bend and reach above shoulders to retrieve files and/or documents.

**Typical Working Conditions:**

The incumbent works on the 18<sup>th</sup> floor of a high-rise office building in downtown Sacramento, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during peak periods such as year-end closing or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.

**Supervisor Statement**

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date