



Classification: Accountant Trainee
 Position Number: 880-600-4179-059 and
 880-600-4179-722

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-600-070 24-600-071	Classification Title: Accountant Trainee	Position Number: 880-600-4179-059 880-600-4179-722
Incumbent Name: VACANT	Working Title: Accountant Trainee	Effective Date: December 14, 2022
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Administrative Services Division, Accounting Branch		Section/Unit: SRF & Systems Section, Systems Team
Supervisor's Name: Vacant		Supervisor's Classification: Accounting Administrator I, Supervisor

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
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.
Position Description
As part of the Accounting Systems Team, the Accountant Trainee participates in the daily operation, maintenance, and modification of all the Water Board's highly complex accounting systems. These systems include Financial Information System for California (FI\$Cal), Financial Management System (FMS), Daily Activity & Record Tracking (DARTS) Cost Recovery System, Bizflow Timesheet System, CalATERS Travel System, ACH/EFT/Credit Card Systems, and more. The Accountant Trainee will order reports for these various systems, perform labor distribution processes, table maintenance, and interface files for Accounts Receivables & Customer Files. Assist with allocation processes, and other critical month end close and year end close requirements.



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Essential Functions (Including percentage of time):

20%	<p>Perform daily and monthly maintenance of Daily Activity Recording and Tracking System (DARTs) for Drinking Water and Site Cleanup Program (SCP) cost recovery programs. Assist program with interface of DARTs to the Financial Information System for California (FI\$Cal) labor distribution process. Assist program with revenue billing issues. Review error reports and logs. Assist with training for reconciliations of labor and expenditure data and assist fee staff in resolving problems. Assist on consults with information technology (IT), program, accounting, budget, and fee staff to analyze and determine the impact of the establishment and adjustment of activity codes, tasks, and Program Cost Accounting Numbers (PCAs). Assist with determining effective data structures. Work on the DARTs help desk, answering routine questions and helping resolve the less difficult issues.</p>
20%	<p>Perform daily and monthly maintenance of Financial Management System (FMS). Run FMS utilities including DayStart, eLink, Ask-FMS, Verify-Fields-Formats, Crystal Reports, and information system interfaces. FMS utilities are used to manage jobs and output files waiting in the queue—validate the account field summarization structure, monitor electronic output files, and mine data by writing FMS and custom Crystal Reports. Assist on consults with system vendor, program, accounting, and fee staff to analyze and determine the impact of the establishment and adjustment of program sub-task numbers, revenue sources, fee codes, customer records and other account fields needed to establish, modify, and track accounting records for various revenue programs and funds. Prepare and establish accounting strings. Review daily FMS error reports and logs. Review data to ensure the accuracy of systems processes and assist with reconciliation to FI\$Cal. Order and distribute monthly and year-end FMS reports. Assist with the FMS year-end close/open processes. Prepare, modify, and maintain system documentation. Work on the FMS help desk operations, answering routine questions and helping resolve the less difficult issues.</p>
20%	<p>Perform daily and monthly maintenance of Bizflow, including coordination of FI\$Cal labor distribution processes. Review, process, and approve timesheets and adjusted timesheets for interface with FI\$Cal labor tables. Contact timesheet liaisons within organizations to resolve time reporting issues. Assist with identifying process issues and participate in the efforts with system vendors, FI\$Cal, and IT staff to resolve system processing issues. Prepare and post timesheet, payroll extract, and employee master file table entries. Review labor data to ensure the accuracy of labor systems processes. Assist with preparing, modifying, and maintaining Bizflow system documentation. Consult with Water Boards travelers, Administrative Officers, Travel unit staff, and State Controller's Office (SCO) staff, as needed, to maintain California Automated Travel Expense Reimbursement System (CalATERS) system tables. Maintain Accounting staff privileges in CalATERS. Update profiles, approvers, and account coding. Assist with preparation of employee file reconciliation. Coordinate table updates needed for staff that transfer to other state agencies. Work on Bizflow and CalATERS help desks operations, answering routine questions and helping resolve the less difficult issues.</p>



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20%	Review daily FI\$Cal error reports and logs. Assist with ordering and distributing monthly and year-end FI\$Cal reports. Participate with coordination of year-end labor activities and assist with FI\$Cal year-end close/open processes. Assist with developing the less difficult Monarch data extraction models and reports for revenue, expenditure, and cash flow analysis. Assist with establishing and maintaining user access for FI\$Cal, CashPro, FMS, First Data, US Bank, SCO Mainframe Production (SCOPROD), and State Treasurer's Office (STO) Agency Paid. Assist Accounting staff with diagnosing and resolving routine systems problems and error corrections related to posting of accounting transactions.
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Marginal Functions (Including percentage of time):

10%	Assist with Accounting Branch intranet site maintenance. Consult with Accounting managers and IT staff on intranet content. Develop less difficult system process documentation. Assist with developing less difficult training modules and conducting training. Assist with developing and maintaining accounting procedures.
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5%	Participate on consults with Department of Finance (DOF) systems analysts, fiscal systems consultants, and IT staff regarding Bizflow and CalATERS systems issues and interfaces with other systems (FMS, LGTS, FI\$Cal, CalATERS, and SCP) and software programs (Monarch, Passport, FTP Pro, Crystal, Visio, Adobe, and Microsoft Office). Monitor and assist program staff with routine processes necessary to interface fiscal systems with information systems (California Integrated Water Quality System (CIWQS), Stormwater Multiple Application and Report Tracking System (SMARTs), Electronic Water Rights Information Management System (eWRIMS), Geo-Tracker, and Budget Development and Administration System (BDAS)). Assist Accounting staff with computer, printer, equipment, and software questions related to accounting applications. Help determine the equipment needed for accounting staff to access fiscal systems and run software.
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5%	Other analyses and projects related to the Accounting Branch functions as required. Other duties as required. Overtime during peak periods, such as year-end, may be required.
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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 18th 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.



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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