



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

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 24-600-080 | Classification Title: Accountant Trainee | Position Number: 880-600-4179-XXX |
| Incumbent Name: Vacant | Working Title: Accountant Trainee | Effective Date: November 2024 |
| Tenure: Permanent | Time Base: Full-time | CBID: R01 |
| Division/Office: Division of Administrative Services, Accounting Branch | | Section/Unit: Transactions Section 1/Revenue and Payroll Unit |
| Supervisor's Name: Phoebe Khan | | Supervisor's Classification: Accounting Administrator I (Supervisor) |

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| Human Resources Use Only: | |
| HR Analyst Approval: Katie Hill | Date: 11/08/2024 |

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| General Statement |
| Under the close supervision of the 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 |
| Audit and process various cash receipts documents for multiple fee, reimbursement, loan, and cost recovery programs from Regional and State Boards. Documents include reports of collections, deposit slips, invoice remittances, Administrative Civil Liabilities (ACL's), Notice of Intents (NOI's), Notice of Terminations (NOT's), and invoice cancellations and adjustments (Form X's). Ensure that all necessary documentation has been received for establishment of proper receipts accounts and records. Review, analyze, and reconcile; receivable accounts, accruals, general ledger accounts, deposit detail reports, collections summary reports, and exceptions reports. Determine the appropriate fund, program, revenue type, reimbursement type, general ledger, and revenue source code. Cashier and link deposits to receivable accounts as needed. Prepare posting documents for input into the Financial Information System for California (FI\$Cal) and various databases. Assist with processing payroll. Assist with the research of Uncleared Collections, Dishonored Checks and Unclaimed Property. |



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Essential Functions (Including percentage of time):

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| 30% | <p>Audit and process various cash receipts documents for multiple fee, reimbursement, loan, and cost recovery programs from Regional and State Boards. Documents include reports of collections, deposit slips, invoice remittances, Administrative Civil Liabilities (ACL's), Notice of Intent (NOI's), Notice of Termination (NOT's), and Form X's. Ensure that all necessary documentation has been received for establishment of proper receipts accounts and records. Review, analyze, and reconcile receivable accounts, accruals, general ledger accounts, deposit detail reports, collections summary reports, and exceptions reports. Determine the appropriate fund, program, revenue type, reimbursement type, general ledger, and revenue source code. Cashier and link deposits to receivable accounts. Prepare posting documents for input into FI\$Cal, California Integrated Water Quality System (CIWQS), Stormwater Multiple Application and Reporting Tracking System (SMARTS), Financial Management System (FMS), Daily Activity Recording and tracking System (DARTs), Environmental Laboratory Accreditation Program (ELAP), Operator Certification (Op Cert), Devices, Site Cleanup Program (SCP), and other data bases as needed. Answer inquiries regarding multi-fund issues from State and Regional Board staff. Review check batches and affixes signature using the check-signing machine. Prepare check log and batches for reconciliation.</p> |
| 20% | <p>Assist with the research of Uncleared Collections, Dishonored Checks and Unclaimed Property. Check the status of Waste Discharge Requirements (WDR), Stormwater, 401 Certifications, ACLs, SCP, and other permits, fine/penalties, and cost recoveries. Reconcile outstanding invoices, Underground Storage Tank Cleanup (USTC), Replacing Underground Storage Tanks (RUST), dishonored checks, and duplicate payments to receivable account reports. Consult with regional and state board program staff, dischargers, federal agencies, local agencies, other state agencies, and control agencies. Prepare posting document to establish receivable accounts in FI\$Cal utilizing upload files. Prepare correspondence and issue refunds.</p> |
| 20% | <p>Audit and processes payroll release requests from Human Resources. Review salary advances and payroll exceptions. Process and reconcile payroll accounts receivables with source documents and payments. Facilitate the preparation of salary advance checks. Posts advances, clearance warrants, and payroll receivables to the General Ledger. Assist in preparing reports of outstanding pay warrants and salary advances for management and Human Resources.</p> |
| 10% | <p>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.</p> |

Marginal Functions (Including percentage of time):

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| 10% | <p>Provide cooperative backup for Travel/Payments, Loans/Grants, Contract and Tanks Units. Assist with processing travel/payments, contracts, tanks, and loans/grants payments, and,</p> |
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| | office support functions including answering phones, distributing mail, printing forms, and typing checks. Assemble proof and review claim schedules/vouchers. |
| 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 analyses and projects related to the Accounting Branch functions as assigned. Other duties as 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 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. Occasional 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 |
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| Employee Name | Employee Signature | Date |
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