

## DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Financial Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 280 - 4179 - 020
DIVISION/UNIT Accounting/Accounts Receivable (AR)	CLASS TITLE Accountant Trainee
INCUMBENT NAME VACANT	WORKING TITLE AR Accountant

CalSTRS is dedicated to securing the financial future and sustaining the trust of California’s educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the close supervision of an Financial Accountant II (Supervisor), the Accountant Trainee (AT) performs entry-level professional accounting tasks and duties in a training capacity within the Accounts Receivable unit. The AT is responsible for the daily maintenance of assigned receivable and general ledger (GL) accounts. Tasks include assisting in applying payments, making adjustments, reviewing delinquent accounts, collection activities, refunds, research, clearing and reconciliation of assigned GL accounts. With guidance, the incumbent is expected to identify simple to moderate problematic areas related to GL accounts, prepare documents to management with alternatives and a recommended course of action; if adopted, implement the result.

% 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.
	<b>ESSENTIAL FUNCTIONS</b>
35%	Learn and assist senior staff in monitoring, maintaining and performing collection activities related to member, employer, employee, administrative and contractor/vendor receivables in both the pension and the accounting systems. With direction, apply receipts, review and process appropriate adjustments, refund overpayments, review and collect delinquent accounts and review accounts for possible liens and/or Legal involvement. Monitor delinquent accounts for collectability, review and document new receivables established, and work with other business units to collect on accounts where no on-going benefits exist. Assist senior staff with preparing 30/60/90 day collection letters based on information found in the Pension System. Prepare and submit write off requests to management for those delinquent accounts determined to be uncollectable. Generate correspondence with members for collection purposes. Update member files with correspondence and timely document discussions with members in the pension system.
35%	Monitor and assist staff with assigned general ledger (GL) accounts on a daily basis; research any issues for resolution and perform monthly reconciliations between the sub-ledger and the general ledger; follow procedures for clearing accounts on a daily basis. Prepare and enter journal entries for general ledger accounts assigned. Work with other business areas to facilitate any necessary corrections to accounts. Learn and apply the applicable CalSTRS policies, procedures, Teachers’ Retirement Law (TRL), accounting standards and IRS Codes in the maintenance of accounts receivables and general ledger accounts.
25%	Work with and assist Accounts Receivable staff with research of moderate issues identified in the accounting system. Review and Analyze assigned GL accounts for reasonableness and compliance with GAAP and GASB. Research abnormal balances and recommend process changes or journal entries to correct issues, if applicable.
	<b>MARGINAL FUNCTIONS</b>
5%	Maintain and update written desk procedures, as necessary. Document productivity stats on a daily basis for inclusion in the Accounts Receivable Monthly Report to management. Review incoming mail and emails on a daily basis; analyze and interpret information requests or information provided by members, employers and external sources that may not be clear and concise. Enter incoming requests in the tracking database and assign work to staff based on TD number ranges.

### COMPETENCIES

**Core Competencies.** All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

**Classification Competencies.** All employees are expected to understand and demonstrate their position's CalSTRS class competencies:

- Analytical Thinking
- Decision Making
- Diagnostic Information Gathering
- Ethics and Integrity
- Initiative
- Managing Work
- Technical/Professional Knowledge and Skills
- Thoroughness

**CONDUCT AND ATTENDANCE EXPECTATIONS**

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Ability to support and model CalSTRS Core Values

**WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB**

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

**To be reviewed and signed by the supervisor and employee:**

**SUPERVISOR'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE SIGNED

**EMPLOYEE'S STATEMENT:**

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE SIGNED