CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

DIVISION OR BCA					POSITION NUMBER (Agency-Unit-Class-Serial)	Position ID
Administration					820-200-4179-001	19
UNIT					CLASSIFICATION TITLE	
Accounts Payable & Cash Accountability					Accountant Trainee	
TIME BASE / TENURE	CBID	WWG	COI	MCR	WORKING TITLE	
Full Time	R01	2	Yes ☐ No ☒	1	Accountant Trainee	
LOCATION					INCUMBENT	EFFECTIVE DATE
Sacramento						

STATE TREASURER'S OFFICE MISSION

The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.

DIVISION OR BCA OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Accounting Administrator II, the Accountant Trainee performs professional accounting duties in the Accounts Payable Unit, responsible for auditing and processing more complex invoices and grants.

% 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.
50%	Review and audit invoices for accuracy and process payments for invoices related to service and purchase orders in Fi$Cal systems. Prepare Fi$Cal vouchers and claim schedules in accordance with the State Administrative Manual (SAM) and the State Controller's Office (SCO) requirements. Maintain and review purchase order logs and work with suppliers and business services to resolve any issues related to payment and encumbrance documents. Must have ability to share job knowledge, skills and ideas, and to develop cooperative working relationships with staff of the State Treasurer's Office and Financing Authorities, SCO, Department of Finance, outside suppliers, other State agencies and the public.
15%	Review, analyze and process grant payments from different funds and the General Obligation Bond Fund by determining the payment from accurate encumbrance documents and funding sources. Prepare transaction requests for the SCO to transfer funds from/to the appropriate SCO accounts.
15%	Analyze, and determine distribution lines in Fi$Cal to create and submit replenishment vouchers for the Office Revolving Fund.
10%	Responsible for completing the year-end accrual process for the Accounts Payable Unit and preparing the excel worksheets with accrual transactions to be uploaded to Fi$Cal.
5%	Provide clerical support to the accounting staff.

SPECIAL REQUIREMENTS

N/A

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE