

**Proposed
Department of Health Care Access and Information
Duty Statement**

Employee Name <Vacant>	Organization Office of Administrative Services Financial Services Section Accounts Receivable/Cashiering Unit	
Position Number 441-161-4179-XXX	Location Sacramento	Telework Option Hybrid
Classification Accountant Trainee	Working Title Accountant Trainee	

General Description Under the close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee, in a learning capacity, learns the roles of the State's control agencies, agency activities, departmental systems, and central fiscal control activities. The position performs the cashier function which includes receiving checks and preparing bank deposits, processing credit card transactions for payment of invoices, and reconciliation of data. This position requires complete quality work assignments and meet deadlines, as required; and the ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects.	
Supervision Received	Reports directly to the Accounting Administrator I (Supervisor).
Supervision Exercised	None.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Requires mobility to various areas of the department work areas. The work schedule for this position is Monday through Friday 8:00 a.m. to 5:00 p.m. and extra hours may be necessary beyond scheduled work hours.

Job Duties E = Essential, M = Marginal		
45%	E	Under supervision, processes all incoming checks and prepares electronic daily bank deposit. Processes credit card transactions for payment of invoices, employee transit passes, and refunds. Analyzes and prepares the cash receipt and credit card deposits to submit to Remittance desk. Research checks against accounts receivables and record payments on Excel spreadsheets to track various payments and invoice status. Reconciles daily credit card transactions between the credit card processors and make financial accounting adjustments accordingly.
25%	E	Under supervision, analyze, reconcile, and process various deposits from offices. Review overpayment refund requests for appropriateness and accuracy. Analyze and prepare refunds as needed. Assist with identifying and researching errors, make corrections and posting accounting entries. Advise and consult with program personnel with issues or questions.

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20%	E	Under supervision, create and maintain check and deposit logs. Monitor and verify daily deposit transactions in FI\$CAL to ensure transactions are posted correctly. Assists with the reconciliation of various FI\$CAL cash reports and FI\$CAL tasks in preparation for month end close.
5%	M	Assists HCAI personnel at the Administrative Services public counter. This includes answering the phones, obtaining answers for HCAI personnel to their accounting related questions directed at the public counter and serves as backup support staff.
5%	M	Other duties appropriate for the position/classification. This includes assisting with other workloads when priority workload is backlogged.

Other Expectations

- Adheres to all HCAI policies and procedures.
- Recognizes the needs of others and treats others with respect and dignity.
- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Maintain good work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI’s Vision, Mission, and Goals.
- Demonstrate a commitment to HCAI’s Core Values.
- Demonstrate a commitment to adhere to the HCAI Expectations of Managers/Supervisors.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date