

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Fiscal Services – Accounting Services Branch		POSITION NUMBER (Agency-Unit-Class-Serial) 065-516-4179-8XX		MCR / HCR
DIVISION / UNIT Accounting Services Branch (ASB) – Bakersfield		CLASSIFICATION TITLE Accountant Trainee		
		WORKING TITLE Accountant Trainee		
		TIME BASE / TENURE Full Time	CBID R01	WWG 2
LOCATION Young Street, Bakersfield, CA 93311		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are 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. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly and with respect are critical to the success of the Department's mission.

GENERAL STATEMENT

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

Effective on the date indicated, in accordance with state and departmental policies and procedures, and under close supervision from the Accounting Administrator I (Supervisor), the Accountant Trainee is assigned the following duties and responsibilities described below. This position has no supervisory responsibility.

% 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.
30%	Prepares accounts payable claim schedules in accordance with State Administrative Manual (SAM) section 8422.20. Gathers, audits, and sorts the invoices that need to be claimed scheduled. Performs arithmetic calculations (including calculator tapes), postings, processing, and checking the results of collating claim schedules. Performs and reviews payment runs for claim schedules. Reviews claim schedule payment runs for accuracy and as needed initiates corrective action. Assembles/organizes and distributes claim schedules and remittance advice to appropriate staff within the ASB. Updates outgoing claim schedule logs. Monthly reviews of the SAP Outstanding Claim Schedule Report by 5 th of the month for age claim schedules over 30 days.
20%	Performs payment runs for checks in SAP. Reviews check payment runs for errors or items that cannot be processed and initiates corrective action. Processes check printing requests for Inmate Releases, Exonerated Persons, Salary, and Travel Advances to be mailed out or picked up at ASB. Ensure all checks are printed correctly. Regularly reviews check register file to ensure all checks have been printed. Verifies and annotates checks to source documents. Voids, cancels, and reprints checks. Maintains logs for all checks used. Scans and attaches other accounting related documents in SAP.

20%	Receives, audits and processes requests for inmate release allowances and/or inmate funds – debit cards and/or checks. Maintains the log of debit cards issued, receives, and verifies debit card transmittals, and reconciles the signed CDCR 102- Release Statements to debit card vendor invoices.
10%	Researches and resolves issues identified by Institution and ASB staff and as directed by supervisor and management. Prepares required correspondence. Assists in the preparation of various periodic financial and management reports and with year-end accrual transactions. Performs special projects including collecting and organizing information requested by stakeholders and headquarters as needed.
10%	Scans and attaches accounting related documents in Systems, Applications, and Processing (SAP). Assists in coding/scanning invoices and related accounts payable documents using Vendor Invoice Management (VIM). Works with other disbursement Units and other ASB staff to provide back-up coverage when needed.
5%	Assists ASB and Institution staff in interpreting, accomplishing, and maintaining internal control procedures. Assist with on-the-job training for peers.
5%	Work on special projects and assignments including performing research and analysis when needed. Involved in Trust and Debit Card reviews/audits as directed. Recognizes and follows proper internal controls and separation of duties within the office to ensure the safety and integrity of the Department’s assets. Participates in training which occasionally includes out-of-town and overnight travel up to one week duration per occurrence. Participates in off-site Spot Audits. Prepares related reports. Follow -up with Institution management to ensure appropriate corrective action is implemented. Provides back-up coverage as directed within the unit and ASB.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison inmates, visitors, nonemployees, and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- The consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in (a) inefficient use or misdirection of department resources resulting in the inability to meet efficiency and timeline goals, (b) varying degrees of negative financial impacts to the department, (c) decline in customer services, (d) diminished stakeholder confidence, (e) increased audits, and (f) possible reduction of funding or resources.

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

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Fiscal Services – Accounting Services Branch		POSITION NUMBER (Agency-Unit-Class-Serial) 065-516-4179-8XX		MCR / HCR
DIVISION / UNIT Accounting Services Branch (ASB) – Bakersfield		CLASSIFICATION TITLE Accountant Trainee		
		WORKING TITLE Accountant Trainee		
		TIME BASE / TENURE Full Time	CBID R01	WWG 2
LOCATION Young Street, Bakersfield, CA 93311		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are 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. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly and with respect are critical to the success of the Department's mission.

GENERAL STATEMENT

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

Effective on the date indicated, in accordance with state and departmental policies and procedures, and under close supervision from the Accounting Administrator I (Supervisor), the Accountant Trainee is assigned the following duties and responsibilities described below. This position has no supervisory responsibility.

% 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.
30%	Performs accounts payable (AP) functions for high volume and /or complex vendors. Works with staff in the same unit to act as a liaison between ASB, the programs/institutions and vendors. Verifies and processes invoices. Checks for good receipts and keys invoices into the accounting system using Vendor Invoice Management (VIM). Maintains accounts, records, and makes or posts payments against purchases orders or Service and Expense (S&E) documents. Reviews and adjusts the asset shells in Systems, Applications, and Processing (SAP) in coordination with the programs/institutions, other ASB and BIS staff. Answers questions and requests from State Controller's Office (SCO) claims auditors regarding claim schedules. Receives, audits and processes requests for Inmate Release Debit Cards (DC), maintains DC issued log, receives, and verifies DC transmittals, and reconciles signed Inmate Release Statements to DC vendor invoices.
20%	Works with lead staff to review vendor accounts for accuracy; learn to run and analyze reports. Helps assist program/institution staff regarding the interpretation of financial reports. Assists in identifying and resolving routine accounting issues and relays complex issues to lead staff or supervisors. As needed, help other unit staff process payments. Assists in the preparation of periodic financial and management reports. Research discrepancies and follow-up about pending items.

20%	Assists in reviewing and verifying claims schedules before they are provided to an authorized claim schedule signer and prior to forwarding to the SCO. Audits, posts, and processes parked invoices. Processes and requests expedite payments or Office Revolving Fund (ORF) check requests as needed. Assists in monitoring SAP aging reports related to outstanding ORF payments and corresponds with programs/institutions and/or vendors to ensure timely ORF reimbursement. Monitors claim tables for timely payment of claims and to ensure updated warrant information. Identifies and participates in the determination and posting of year-end accrual transactions.
10%	Reviews SAP reports periodically, including the Goods Receipt/Invoice Receipts (GR/IR) reports, for invalid entries, invalid accounts, abnormal balances and/or missing items. Posts miscellaneous journal entries and/or adjustments. Manually calculates penalties for purchase orders or S&Es in accordance with the Prompt Payment Penalty Act. Works with programs/institutions to assist in facilitating the review of outstanding encumbrances and in ensuring accurate and appropriate encumbrance liquidations or adjustments.
10%	Researches and resolves issues identified by Institution and ASB staff and as directed by supervisor and management. Prepares required correspondence. Assists in the preparation of various periodic financial and management reports and with year-end accrual transactions. Performs special projects including collecting and organizing information requested by stakeholders and headquarters as needed.
5%	Works on special projects and assignments including performing research and analysis when needed. Involved in Trust and Debit Card reviews/audits. Recognizes and follows proper internal controls and separation of duties within the office to ensure the safety and integrity of the Department's assets. Participates in training which occasionally includes out-of-town and overnight travel up to one week duration per occurrence. Assists ASB and Institution staff in interpreting, accomplishing, and maintaining internal control procedures. Participates in off-site Spot Audits. Prepares related reports. Follow-up with Institution management to ensure appropriate corrective action is implemented. Assist with on-the-job training for peers.
5%	Perform administrative duties including, but not limited to adhere to Department policies, rules, and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time and submit timesheets by the due date. Provides back-up coverage as directed within the unit and ASB.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- The consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in (a) inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, (b) varying degrees of negative financial impacts to the department, (c) decline in customer services, (d) diminished stakeholder confidence, (e) increased audits, and (f) possible reduction of funding or resources.

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
---------------------------	------------------------	------