



State of California - Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

CURRENT PROPOSED STANDARD

Division	Classification	Position Number
Administrative Services	Accountant Trainee	549-070-4179-014
District/HQ Section	Working Title	CBID
Accounting Services	Accountant Trainee	R01
Sector/HQ Unit	Reporting Location	Incumbent
Small ORGs Direct Transfer Unit	Headquarters - Sacramento	
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		Accounting Admin I (Sup)
Position Description		
<p>Under close supervision of the Accounting Administrator I (Supervisor) in the Accounts Payable Unit, the Accountant Trainee performs semi-professional accounting duties in a learning capacity. The incumbent learns accounting functions that are required to understand the entire accounting process and the Fi\$cal application. The Accountant Trainee reviews, audits, and process vendor payments. In a learning capacity the incumbent will be responsible for auditing and scheduling invoices, ensuring timely payments to avoid late penalty charges, monitors contract balances, analyzes and requests encumbrance adjustments, and enters expenditure coding details into Fi\$cal. In a learning capacity assist with direct transfers and expenditure corrections. Maintains ongoing contact with program managers, district offices, and control agencies to process Fi\$cal Vouchers for Coachella Valley Mountain Conservancy, San Joaquin River Conservancy, and Baldwin Hills Conservancy.</p>		
Essential Functions		
Percentage	Task	
30%	<p>In a training capacity, analyze and audit invoices to determine appropriate method of processing payment requests for Contracts, Interagency Agreements, Purchase Orders, P-Card and various types of administrative invoices. Verifies expenditure coding for validity and available funding. Verifies payments from the various funds to ensure all additional requirements are met. Reviews, audits and approves payment documents (Fi\$cal Vouchers) for submission to the State Controller's Office (SCO), in accordance with SAM, Government Code, and departmental policies/procedures.</p>	
25%	<p>In at training capacity review, analyze, and approve Multiple-Year Agreement Encumbrance Requests (DPR 229), Encumbrance Request/Funding Certifications (DPR 229P), and Revised Funding Certifications (DPR 526c). Verify term dates and amounts permissible to be encumbered. Verify funding information is still valid (Fi\$cal Chart field Codes) and appropriateness of changes made to the original funding, if applicable. Provide District Staff with approved copies of completed DPR 229s, DPR 229P's, and DPR 526c's. For all encumbering documents: Work with fund custodians and Budget Office personnel to obtain approval for the use of PCA's that relate to special funding sources. Verify and analyze the encumbrance availability of all funds when source documents are submitted to encumber funds.</p>	
15%	<p>In a training capacity prepare preliminary reconciliations and analyze, records and maintains contract ledgers. Performs technical review and validation of encumbrance requests. Inputs expenditure data into Fi\$cal generating a payment voucher. Processing Fi\$cal Vouchers include but are not limited to Reverted and/redirected invoice payments. Process direct transfer reclass entries to post the expenditure with the Departmental coding into Fi\$cal.</p>	

15%	In a training capacity reconcile source documents to balances in Fi\$cal and against assigned district/division utilizing the Fi\$cal encumbrance reports. Contacts district/division staff regarding status of documents for current or reverting fiscal years. Prepares memos upon notification from the districts/divisions to disencumber funds. Prepares and reviews requests to disencumber funds as services are completed or commodities received.
10%	In a training capacity verify and research expenditure coding various types of transactions. Validate expenditure coding in Fi\$cal for initial payment. Identifies penalty payments due to vendors according to the Prompt Payment Act requirements. Maintains ongoing contact with staff at all levels both internally and externally regarding vendor inquiries, payment status and funding. Responds to inquiries from vendors, control agencies and other State departments. Processes Fi\$cal Voucher Corrections appropriately, including Voucher reversals requiring resubmission to the SCO. Defines and enters correct expenditure data into Fi\$cal.

Marginal Functions

Percentage	Task
5%	Performs other job related duties as necessary for operational continuity.

Typical Working Conditions

Special Requirements

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.

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 (PRINT or TYPE)	Supervisor Signature	Date

Employee Statement

I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.

Employee Name (PRINT or TYPE)	Employee Signature	Date