

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

		Effective Date: 05/2023	
1. OFFICE State Coastal Conservancy		POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4179-XXX	
2. HEADQUARTER LOCATION Oakland, CA		3. CLASS TITLE Accountant Trainee	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday		5. SPECIFIC LOCATION ASSIGNED TO Headquarters (Oakland) – Accounting Office	
6.		7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4179-XXX	
All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.			
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct supervision of the Accounting Administrator I, along with the direction and guidance of the Accounting Lead, the incumbent performs difficult technical and professional accounting work within the accounting unit of the Conservancy.			
9. Percentage of time performing duties		10. 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. <i>(Use additional sheet if necessary)</i>	
40%		ESSENTIAL FUNCTIONS: <ul style="list-style-type: none"> • Process and audit Purchase Orders (PO's), vouchers, etc. in FI\$Cal database daily or push back for correction. • Enter voucher details into Project Database and Electronic Invoice Log. • Record vouchers to the Bond Cash Transfer Form. Keep track of balance and enter in ABCRS. • Ensure Cash availability for Bond fund payments & enter Bond fund expenditures in ABCRS. • Prepare new contract folder and Draw Down Sheet & log to the new contracts folder. • Complete substitution of funds when necessary. • Complete Federal Invoice process. • Complete process of office revolving fund payment vouchers, checks, and replenishments of Office Revolving Fund (ORF) payments. • Reconcile bank statements (Citibank, US Bank, General Cash, ORF, etc.) • Review contract amendments against existing contracts. • Print & file JE's and tab run from State Controller's Office (SCO) direct Mobius. Any necessary filing duties. • Prepare monthly fund reconciliations for assigned funds and close submodules monthly. 	
11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>			
SUPERVISOR'S NAME (Print)		SUPERVISOR'S SIGNATURE	
		DATE	
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>			
The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.			
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	
		DATE	

DUTY STATEMENT

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
40%	<p>ESSENTIAL FUNCTIONS (CONTINUE)</p> <ul style="list-style-type: none"> • Tasked with various Month End Close, Year End Open, and Year End Close activities, as required by State Administrative Manual (SAM). • Distribute/mail pay warrants if needed. Forward SCO paperwork to HR. • Distribute and/or mail Travel Expense Claim checks. • Follow the Records Retention Schedule and maintain proper protocols for storing documents. • Log agreement closures and 20-year agreements in accounting agreement folders. • Prepare SCO cash transfers and check against billings from the Department of General Services (DGS), Department of Justice (DOJ), and CA Human Resources (CalHR). • Prepare bank deposit slips and make deposits adhering to SAM guidelines. • Enter funding information on support-funded Inter-Office Requisitions (IOR's) and forward for approval. • Enter support fund reservations by IOR's onto Draw Down Sheets. • Enter PO Number onto Draw Down Sheets.
15%	<ul style="list-style-type: none"> • Review, analyze, respond to acct issues with Accounting Manager, Lead, and requesting staff. • Maintain, review, and update changes to the Accounting Procedures Manual and/or Travel Guide. • Maintain, review, and supply SWCAP charges to SCO quarterly.
<u>5%</u> 100%	<p>MARGINAL FUNCTIONS:</p> <ul style="list-style-type: none"> • For cross training purposes, will assist and/or serve as back-up for other acct team members.

DUTY STATEMENT

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.</p> <p>Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.</p> <p>Special Personal Characteristic: Willingness to work effectively and agreeably under the pressure of short lead times in a production-oriented environment; accept responsibility for accuracy of work; and work in a noisy environment. Ability to qualify for a fidelity bond.</p> <p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Dependability, accuracy, positive daily attendance • Self-starter and takes initiative. • High level of accuracy and extremely detail-oriented • Proficiency with MS Office (Word, Excel, and Outlook). • Ability to work in a fast-paced environment with deadlines. • Ability to work individually and in a team environment. • Willingness to conform to the requirements of the position. • For cross training purposes, will assist and/or serve as back-up for other acct team members. <p>WORKING CONDITION:</p> <ul style="list-style-type: none"> • Office setting; Monday through Friday; prolonged periods of sitting. • SCC has a telework policy for Headquarter (HQ) staff, with the intention of allowing HQ staff to telework up to 3 days per week. • The Conservancy has a telework policy for Headquarter (HQ) employees, that allows staff to telework up to 3 days per week. A computer for telework use can be provided if needed. The Conservancy has developed a return to office plan, which began September 19, 2022. All Headquarters employees are currently required to be in the office once a week. They must be in the office on the 1st and 3rd Monday of each month for “all-staff” meetings. The other weeks, you may come in on your selected schedule day. You may be required to come into the office five days a week during your initial month of training. • Work on a computer up to 8 hours a day on occasions • Ability to lift 15 pounds. • Work is Indoor, although it may be necessary occasionally to go outdoors. • May require an employee to work in stressful or time-pressuring situations. • Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner. • Travel by car or plane, with overnight stays, is necessary on occasion.

DUTY STATEMENT

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
	<p>WORK ENVIRONMENT AND ABILITIES</p> <p>Accounting staff work in separate cubicles within a larger office. Most files are located within the office. The work environment is always busy. Staff work cooperatively with one another as well as with other units within the SCC.</p> <p><u>Reading</u>: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing</u>: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics</u>: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Leading others</u>: Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus</u>: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><u>Self and career development</u>: Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p>

DUTY STATEMENT

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
	<p>WORK ENVIRONMENT AND ABILITIES (CONTIUNE)</p> <p><u>Listening</u>: Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking</u>: Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology</u>: Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information</u>: Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems</u>: Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments</u>: Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p> <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p>

DUTY STATEMENT

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>

