

DUTY STATEMENT

DUTY STATEMENT

Employee Name:	Current Date: January 2024
Classification: Accountant Trainee	Position #: 673-810-4179-715
Division/Office: Administrative Services / Accounting Branch	CBID: R01
Section: Accounts Payable	
Supervisor Name: Mainaz Ali	Supervisor Classification: Accounting Administrator I (Supervisor)

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor: <i>Mainaz Ali</i>	Date: 1/2/24

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: N/A

MISSION OF SECTION: The purpose of the Accounting Branch is to perform accounting services including invoice payments, client invoicing, financial records management, and employee financial services in accordance with federal, state, and local guidelines and legal requirements, administration of all grant programs, evaluation of accounting system procedures, and auditing local air pollution control district expenditures for the California Air Resources Board (CARB) and the California Protection Agency (CalEPA).

CONCEPT OF POSITION: Under the close supervision of the Accounting Administrator I of the Accounting Branch, Receipt and Disbursement Section, Accounts Payable Unit, the Accountant Trainee (AT) will perform in a learning capacity, professional accounting work at an entry and training level. The AT is responsible in the establishment and maintenance of accounts and records for specialized agency activities using the Financial Information System for California (FI\$Cal) along with innovative technology to perform accounting tasks. In addition, the AT is responsible of reviewing coding invoice information, and make payments to CARB and CalEPA purchase orders, service agreements, contracts, interagency agreements, and memorandum of understanding within the timeframes required by the Prompt Payment Act. The AT acts as a liaison with other State Departments, Federal Agencies and Board Director Offices.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	Review coding, invoice information and make payments on CARB and CalEPA purchase orders, service agreements, contracts, interagency agreements, and memorandum of understanding within the timeframes required by the Prompt Payment Act.
35% - E	Process vendor payments with ongoing contact with program staff for verification of delivery and testing of products within the time frames mandated by the Prompt Payment Act and in a format required by the automated accounting system and the State Controller's Office. Prepare invoice disputes and respond to vendors regarding invoice status and discrepancies of the more complex and problematic invoices.

DUTY STATEMENT

25% - E	Prepare vouchers and record payments of all CARB and CalEPA invoices. Review Voucher Build Error and DFQ Reports for input error. Analyze and research the original the original input documents. Prepare necessary entries to correct transaction records. Consult with FI\$Cal Systems Analyst as necessary to resolve corrective issues to ensure that CARB's and CalEPA's obligations are neither understated or overstated and are accurately reflected on the reports. Review expenditure information at year-end and input accrual etimates to support year end financial statements.
5% - M	Assist other accounting staff when necessary, including but not limited to, keying transactions into FI\$Cal. Serve as backup to other accounting staff.