



Classification: Accountant Trainee
 Position Number: 880-600-4179- XXX, XXX, 069

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 23-600-174, 175 and 176 | Classification Title: Accountant Trainee | Position Number: 880-600-4179-XXX, XXX, 069 |
| Incumbent Name: VACANT | Working Title: N/A | Effective Date: April 2024 |
| Tenure: Permanent | Time Base: Full-time | CBID: R01 |
| Division/Office: Division of Administrative Services/ Accounting Branch | | Section/Unit: Transaction Section 2/Loans and Grants Unit |
| Supervisor's Name: Tirunesh B. Futassa | | Supervisor's Classification: Accounting Administrator I, Supervisor |

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| Human Resources Use Only: | |
| HR Analyst Approval: Kathleen Hill | Date: 04/29/2024 |

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| General Statement |
| Under the close supervision of an Accounting Administrator I (Supervisor) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments. |
| Position Description |
| The Accountant Trainee is responsible for processing payments for various invoices including Drinking Water and Clean Water Loans and Grants for various types of funds including bond measures, Drinking Water and Clean Water State Revolving Fund (SRF) Loans and Grants, Cleanup and Abatement Projects, and Federal disbursements. Assist with reviewing executed funding agreements, encumbrance reconciliation, and providing timely and professional assistance to the upper-level staff and managers by phone, e-mail, chat, and in person. The Accountant Trainee to perform the less difficult professional level accounting duties. Assist with processing travel claims, posting accounts receivables; and office support functions including answering phones, distributing mail, printing forms, and printing checks. |



| Essential Functions (Including percentage of time): | |
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| 30% | Audit, analyze, and prepare for payment various invoices including Drinking Water and Clean Water Loans and Grants for various bond measures, Drinking Water and Clean Water State Revolving Fund (SRF) Loans and Grants, Cleanup and Abatement Projects, Escrow Accounts and settlement payments. Assist with reviewing terms of contracts and complete Contract Approval Checklist to ensure costs are allowable and appropriate. Review, analyze, and reconcile invoices, invoice statements, and loan reimbursement requests to ensure establishment of proper payment in FI\$Cal and Loans and Grants Tracking Systems (LGTS). Ensure that all necessary documentation has been received for the establishment of proper payment records in FI\$Cal. |
| 30% | Prepare FI\$Cal input forms to post to the appropriate general ledgers liquidate encumbrances as needed and to create vouchers. Assemble and proof vouchers for issuance of State Controller warrants. Establish, maintain, and reconcile encumbrance and accrual accounts for Drinking Water and Clean Water Loans and Grants for various bond measures, Drinking Water and Clean Water SRF Loans and Grants, and Cleanup and Abatement Projects. Review FI\$Cal document reports. Prepare manual claim schedules, assemble, and proof for issuance of State Controller warrants. |
| 20% | Courteously assist with answering routine inquiries regarding multi-funded expenditure allotments, invoice dispute notifications, payment penalties, purchase records, time extensions, reverting appropriations, cash transfer letters, reportable payments, year- end accruals and accounts from administrative staff, program staff, vendors, contractors, and control agencies. |
| 10% | Provide cooperative backup for Revenue/Payroll, Tanks/Contracts, and Travel/Payments Units. Assist with processing travel claims, Tanks/contracts/POs payments, posting accounts receivables; and, office support functions including answering phones, distributing mail, and printing checks. |
| Marginal Functions: | |
| 5% | Prepare and process Reports of Collection and Deposit Slips for State Board Receipts. Ensure that all information needed to identify the appropriate revenue, program, and fund source can be identified; prepare electronic deposit slip. Contact the Bank and/or State Treasurer to resolve the more routine deposit issues. Deliver deposits to the Bank if needed. |
| 5% | Perform other duties and projects related to the Accounting Branch functions as required. Over time during year end may be required to assist Loans & Grants and other units. |



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| <p>Typical Physical Conditions/Demands:</p> <p>The job requires extensive use of a work-issued laptop and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 40 pounds, bend and reach above shoulders to retrieve files and/or documents.</p> |
| <p>Typical Working Conditions:</p> <p>The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during peak periods such as year-end or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.</p> |

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| <p>Supervisor Statement</p> | | |
| <p>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.</p> | | |
| Supervisor Name | Supervisor Signature | Date |
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| Employee Name | Employee Signature | Date |
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