

**Department of Consumer Affairs**  
Position Duty Statement  
HR-041 (new 7/15)

<b>Classification Title</b>	<b>Board/Bureau/Division</b>
Accountant Trainee	Office of Administrative Services
<b>Working Title</b>	<b>Office/Unit/Section / Geographic Location</b>
Travel Consultant	Fiscal Operations / Accts Payable / Sacramento
<b>Position Number</b>	<b>Effective Date</b>
610-720-4179-021	

General Statement: Under the close supervision from the Senior Accounting Officer Supervisor (SAO) (Sup), the incumbent is responsible to perform professional accounting duties in the establishment, maintenance and reporting financial activities relating to the Department's Travel Unit. The specified duties include, but are not limited to the following:

A. SPECIFIC ASSIGNMENTS [Essential (E) / Marginal (M) Functions]

**50% Technical & Analytical Functions (E)**

- Review and analyze In-State and Out-of-State Travel Expense Claims (TEC) and Relocation Expense Claims for accuracy, completeness, and compliance with CalHR, Federal, and State tax regulation payments. (15%)
- Verify supporting documentation and authorization. (10%)
- Identify discrepancies, prepare claim correction notices, and make adjustments to ensure proper payment. (10%)
- Ensure data integrity and proper documentation to facilitate timely reimbursement and travel advances. (10%)
- Follow up with employees and supervisors to resolve issues. (5%)

**20% Maintain CalATERS Profiles (E)**

- Upload and update employee travel profiles in the California Automated Travel Expense Reimbursement System (CalATERS).
- Troubleshoot profile issues and coordinate with State Controller's Office (SCO) CalATERS or system administrators as needed.

**20% Policy, Procedure & Training (E)**

- Assist in the preparation of written training materials for clients and staff on the rules and regulations of travel. Assist clients in the preparation of Travel Expense Claim (TEC).
- Assist in providing guidance and interpret travel regulations that govern accounting practices as stated by the various control agencies, Financial Information System for California (FI\$Cal) and CalATERS to staff and clients.
- Work with management in the development of policies and procedures pertaining to ongoing travel rules.
- Maintain organized records in accordance with records retention policies.

**10% Special Projects & Assignments (M)**

- Compile data for a variety of financial reporting requirements and research projects. Assist at year-end accruals and closing statements. Other duties as required.

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B. Supervision Received

Under the close supervision from the SAO (Sup), the incumbent receives training and learns departmental systems and fiscal control activities at an entry level to achieve the professional series of accounting.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has ongoing contact with the SAO (Sup), program and administrative liaisons, control agencies, fiscal management and other travel staff.

F. Actions and Consequences

Inaccurate reporting could result in overstating or understating an employee's account and the department's financial reporting statements.

G. Functional Requirements

The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The incumbent must be able to remain in a stationary position 50% of the time. Daily access to and use of a personal computer and telephone is essential.

H. Other Information

The incumbent must have the ability to express ideas in cases where the laws and/or guidelines are not clear. Analyze situations quickly and correctly and take appropriate and effective action when responding to clients, employees or other state control agency's needs. Operate common office equipment and software such as FI\$Cal and CalATERS. Perform mathematical computations rapidly and accurately.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

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Employee Signature

Date

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Printed Name

**I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.**

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Supervisor Signature

Date

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Printed Name

**Rev 07/2025**