

DUTY STATEMENT

1. Institution/Division/Office: Central Office / Fiscal Accounting / CALPIA		2. Unit/Industry/Enterprise: Inventory Management Unit	
3. Classification Title: Accountant Trainee		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-047-4179-002		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the close supervision of the Accounting Administrator I (Supervisor), Inventory Management Unit, the incumbent performs beginner level analytical functions for the Inventory Management Unit.			
8. Work Schedule: Monday - Friday: 8:00am - 5:00pm			
9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.		
	ESSENTIAL FUNCTIONS		
30%	Research and analyze purchase price variance (PPV), update product costs, and provide recommendations. Prepare and post journal entries to general ledger accounts upon request based on PPV research.		
25%	Develop, update, and reconcile inventory related spreadsheets related to cost rollups, earned hours report hours, and labor data. Work with the student assistants in sending out monthly Earned Hours and Cost Rollup reporting emails to field staff and monitoring responses.		
15%	Researching and performing correcting journal entries for all invalid site and costs center postings as well as invalid general ledger postings. Assist in preparing monthly journal entries such as crossing line of business, zero cost and transactions against Obsolete, Discontinued, or NLA items.		
10%	Monitor and maintain the Item Master Request documentation. Processing and aiding the student assistants to process the Item Master requests.		
10%	Review raw materials purchase contract cost and update standard and actual cost of the item in CALPIA ERP system.		
5%	Assist in the preparation, training, and evaluation of the Year-End Physical Inventory process.		
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