

1. Institution/Division/Office:		2. Unit/Industry/Enterprise:		
Central Office / Fiscal Accounting /CALPIA		Inventory Management Unit		
3. Classification Title:		4. Proposed Incumbent (if known):		
Accountant Trainee		Vacant 6. Effective Date:		
5. Current Position Number (Agency-Unit-Class-Serial): 6. Effective Date:   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.			
uules.	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.			
250/				
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 Hour	sending out monthly Earned Hours and Cost Rollup reporting emails to field staff		
	and monitoring responses.	and monitoring responses.		
15%	Besearching and performing correct	ing 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 item	IS.		
10%	Monitor and maintain the Item Mas	ter Request documentation. Processing and		
	Monitor and maintain the Item Master Request documentation. Processing and aiding the student assistants to process the Item Master requests.			
	along the student assistants to process the item master requests.			
	Poviow row motorials ourspace cost	ract cost and undate standard and actual cost of		
10%				
	the item in CALPIA ERP system.			
5%				
570	Assist in the preparation, training, and evaluation of the Year-End Physical Inventory			
	process.			
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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.				
		MARGINAL FUNCTIONS			
5%	Perform other assi	gned analytical duties to support the	Inventory Management Unit		
	and Accounting Ser	vices as requested by Fiscal Manage	ment. Participate on team		
	projects as requested by management to evaluate processes and develop				
	enhancements and data.				
	ennancements and data.				
	ADDITIONAL EXPECTATIONS Knowledge of cost accounting, financial accounting, and ability to analyze data.				
	Expected to have experience with all Microsoft office products (i.e. Excel, Word,				
	Power Point, etc.), good interpersonal skills with all levels of staff, be a team player.				
	Be able to multi-task while maintaining efficiencies and accuracy and have the willingness to learn and perform detailed work, be dependable; and communicate effectively in both writing and orally.				
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
12. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:					
PRINT EMPLOYEE NAME:		EMPLOYEE SIGNATURE:	DATE:		
PRINT MANAGER/SUPERVISOR NAME: Adam Collette		MANAGER/SUPERVISOR SIGNATURE:	DATE:		
HR APPROVAL:					
TS 03.14.2025					