

DUTY STATEMENT



☒ **CURRENT**
☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Accountant Trainee		WORKING TITLE Accountant Trainee		
PROGRAM NAME Office of Fiscal Services			UNIT NAME Accounts Receivable	
ASSIGNED SPECIFIC LOCATION San Francisco			POSITION NUMBER 400 – 101-4179-061	
BARGAINING UNIT R01	WORK WEEK GROUP 02	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under the close supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee, in a learning capacity, provides a full range of professional accounting work in the Accounts Receivable Unit and performs the following duties:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
35%	Establishes and maintains daily Accounts Receivable (A/R) setups in the state accounting system, Financial Information System for California (FI\$Cal), either by manual entry or by populating interface files. Generates A/R Setup Reports for audit and reconciling purposes for various DIR Funds. Processes and reviews A/R transactions in FI\$Cal, and verifies the transactions was accurately posted to the appropriate ledger account and takes corrective action when errors occur by identifying the error and assisting with correcting the error by reviewing FI\$Cal job aids, the Accounting Procedure Manual (APM), or consults with the Supervisor. Reconciles Accounts Receivable items as reported between FI\$Cal and Accounting's subsidiary system(s) to bring the systems and financial records into balance. Uses FI\$Cal reports and subsidiary system reports to identify adjustments needed to the Accounts Receivable for appealed or modified accounts. Communicates with the Divisions' liaison(s) for clarity and to resolve account balance questions on receivables.
25%	Collaborates with other team members for collection and discharge account activities. Generates, reviews, and mails collection letters for past-due invoices. Maintains case notes for all collection attempts and activities performed for each invoice to serve as backup documentation. Compiles backup documentation and applications for Discharge from Accountability Form STD.27 to submit to the State Controller's Office for approval. Works with the Supervisor or Accounting Administrator 1, or other staff in the unit to assist in processing Discharge of Accountability, and processing the transaction in subsidiary systems and FI\$CAL.
20%	Extracts data from DIR payment portals to post payment into FI\$CAL. Reconciles payment portal information to the Bank Deposit in FI\$CAL and Cashiering Unit records. Reviews cash receipt, deposit, and transaction reports to ensure that payments are posted in the subsidiary system, and runs reports to identify the

DUTY STATEMENT



	proper accounting codes for each payment. Remits payments to the State Controller's Office through FISCAL. Performs deposit corrections. Maintains all payment backup documentation, such as deposit check images, credit card reports, and electronic fund transfer reports on SharePoint.
15%	Assists in the preparation of clear, complete and concise reports on the status of Accounts Receivable. Maintains month-end reports for historical and audit purposes on SharePoint. On an annual basis during year end, completes the re-class process for reverting accounts receivable. Researches inquiries from the public, the Divisions' liaisons, and responds to telephone calls, and e-mail inquiries.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other accounting duties including but not limited to; serves as a backup to other desks within the unit, assists other units with their workload, distributes incoming mail from the mail room, participates in payroll sorting, and other duties as assigned.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

Supervision Received

Reports to the Senior Accounting Officer Supervisor and may receive additional assignments and supervision from the Accounting Administrator I.

Supervision Exercised

None

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent is expected to work 40 hours per week in an office setting, high rise building in a cubicle with natural and artificial light and temperature control. The employee's workstation is equipped with standard or ergonomic office equipment, as appropriate. Telework is available as approved by the department; travel is required to attend trainings or to fulfill essential job functions.

Special Requirements/Other Information

N/A

Physical Abilities

Daily access to and use of a personal computer and telephone is essential. Typical work requires prolonged use of computer, telephone and interaction with co-workers.

DUTY STATEMENT



Additional Requirements/Expectations

The incumbent requires excellent computer skills (Word and Excel) writing skills; the ability to communicate (verbal/written) clearly, concisely and accurately; to reason logically and creatively in resolving problems; skill in dealing effectively with others; willingness and ability to accept responsibility; and the ability to assist with multiple projects. This position requires the ability to work under pressure to meet deadlines.

Personal Contacts

The incumbent will have daily contact with Accounting staff, interacting with DIR programs and divisions, the public, and local, State or Federal agencies.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

MA

C&S Analyst Initials

7/15/2025

Approval Date