

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Accountant Trainee		DWR POSITION NUMBER 0252-4179-XXX	SAP POSITION NUMBER 50000243	MCR 1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION Fiscal/Governmental Acct. Office Cash Receipts	
COLLECTIVE BARGAINING IDENTIFIER				
Management Related BU: <input type="checkbox"/>		Supervisory Related BU: <input type="checkbox"/>	Confidential Related BU: <input type="checkbox"/>	Rank and File BU: <input checked="" type="checkbox"/> R01
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Shuklan Eva Wong	SUPERVISOR'S CLASSIFICATION Accounting Administrator I (Supervisor)	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 9/25/2025	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY The Accountant Trainee in the Cash Receipts Section functions in a learning capacity and receives close supervision from the Accounting Administrator I (Supervisor), in performing the duties relating to cashiering and banking activities of the Department.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to handle sensitive employee information and have strong customer services skills; work cooperatively with others, including Division staff, control agencies and bank representatives; maintain regular, consistent, predictable attendance; exercise good judgment; communicate effectively. The specific duties are as follows:</p> <p>Assist in the processing of incoming payments. Prepare initial entries into SAP for these posting within one day of receipt of payment. Conduct research, reason logically, and solve the least complex accounting problems by having an understanding and interpretation of the goals, mission, laws, rules and policies of the State and the Department. Enter cash receipts in the form of currency, checks, and wire transfers to the State Treasurer's Office (STO) utilizing the Department's enterprise software system, SAP, determine the general ledger cash account used for the type of cash received. The specific types of cash receipts include:</p> <ul style="list-style-type: none"> . Dam Fees . Reimbursable contracts . State Water contractor annual billings . Bond cover . Employee accounts receivable . Clearing travel advances . Clearing salary advances . Cash repayments related to travel expense claims . Local Project Assistance Loans 			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Eva Wong		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION		DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accountant Trainee		0252-4179-XXX	50000243	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
			Fiscal/Governmental Acct. Office Cash Receipts	
Percent of Time	Activity			
	<ul style="list-style-type: none">. Maintenance Areas. Leases. Abatements. Water Master billings. Well Logs. Jury Duty. Encroachment permits.. Snow Surveys. Oil/Gas Royalties. Van Pool/Bus Passes. Automatic payroll deduction (APO). Returned warrant inquiry RED. Letter of Credit. Wheeling. Turnout billings. Other Miscellaneous receipts including unidentified cash, drop off stop payment or submit TC-30 to State Treasurer's office (STO) when needed.			
25%	Research cash received that is unidentified to assure proper recording of accountability. Input data accurately for various cash accounts and ensures compliance with State Controller's Office (SCO) requirements for the various types of cash the Department collects. Maintain fiscal accountability of the salary advance account by reconciling and clearing the cash received with the original employee salary advance disbursed. Clear offsetting account entries in the Office Revolving Fund cash account of reimbursed obligations to facilitate the monthly bank reconciliation process and to keep the account manageable. Preserve a cooperative environment working with Employee Payable staff and Personnel staff to ensure timely collections and processing of salary advances and employee accounts receivable. Assist as back up to other staff in the office and other accounting duties as required related to the Cashiering Section.			
15%	Prepares bank deposits in a timely and accurate manner in order to expedite the reconciliation of the Department's account and to maximize interest earnings. Assists in the analysis of any adjustments and corrections of overstated or understated deposits and communicate with the Bank Government Service Unit, State Treasurer's Office. Communicate and make arrangements with the bank regarding dishonored checks. Maintain a spreadsheet of all dishonored checks and their disposition. Respond verbally or in writing to inquiries from Bank of America as directed.			

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<i>Percent of Time</i>	<i>Activity</i>			
10%	<p>Assists the remittance processor by providing information to ensure proper remittance to the STO and the SCO for approval by the Senior Accounting Officer. Input data in SAP to record journal entries received from the State Controller's Office for Office Revolving Fund replenishment schedules, payroll offset entries, and for Franchise Tax Board offsets before the end of each month. Assists journey-level accountants in the analysis of transactions for compliance with State rules and regulations established by State Administrative Manual (SAM), Department Administrative Manual (DAM), Uniform Codes Manual (UCM), California Department of Human Resources (CalHR), Victim Compensation and Government Claims Board (VCGCB) , Bargaining Unit Contract Memorandum of Understanding (MOU), and SAP end user procedures.</p>			
5%	<p>Resolve help desk tickets assigned and inquiries received relative to the cash receipts function. Research and gather information for special assignments as necessary. Other duties as required related to the Cash Receipts section. Attend meetings and training as assigned.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <ul style="list-style-type: none"> * Strong organizational and time management skills with the ability to multi-task * Ability to navigate and research in an automated accounting system * Understand the State Governmental Accounting practices related to cashiering, banking, and collection practices per SAM section 8000 and UCM section REC-1 State Governmental Accounting practices * Ability to analyze the financial activity recorded in SAP and understand the relationship to the various modules * Maintain regular, consistent, and predictable attendance and exercise good judgement <p>SPECIAL REQUIREMENTS</p> <p>This position may require the incumbent to work full time and to limited vacation during the month of April to June to ensure fiscal year end responsibilities are met.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p>			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Accounting Officer (Specialist)		DWR POSITION NUMBER 0252-4546-006	SAP POSITION NUMBER 50000243	MCR 1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION Fiscal/Governmental Acct. Office Cash Receipts	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: R01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Shuklan 'Eva' Wong	SUPERVISOR'S CLASSIFICATION Accounting Administrator I (Supervisor)	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 9/25/2025	
<i>Percent of Time</i>	<i>Activity</i>			
	POSITION SUMMARY Under the general supervision of an Accounting Administrator I (Supervisor) in the Governmental Accounting Office, Cash Receipts Section, the Accounting Officer is responsible to have knowledge of the rules, regulations, policies and procedures necessary to independently perform the duties relating to the cashiering and banking activities of the Department.			
	ESSENTIAL FUNCTIONS This position requires strong customer service skills working with Division staff, program personnel, control agencies, bank representatives, and various other associates within the Department.			
	The specific duties are as follows:			
25%	Records of cash receipts in the form of currency, checks and wire transfers to the State Treasurer's Office utilizing the Department enterprise software system SAP. This requires an analysis of customer accounts to determine the general ledger cash account to be used for the specific type of cash received. The specific types of cash receipts include:			
	Dam Fees, Bond Cover, reimbursable contracts, State Water Contractor annual billings, employee accounts receivable, clearing travel and salary advances, cash repayments related to travel expense claims, Local Project Assistance Loans, Maintenance Areas, Leases, Abatements, Water Master billings, Well Logs, Jury Duty, Encroachment Permits, Snow Surveys, Oil/Gas Royalties, Van Pool/Bus Passes, Automatic payroll deduction (APO / APC), Redeposited warrants, Letter of Credit, Wheeling, Turnout billings, and Other Miscellaneous receipts including unidentified cash.			
20%	Performs daily tasks that include entering incoming checks in the check log daily, opening Cashiering's mail, scanning documents, and retrieving and organizing file folders to ensure proper tracking and filing of the units tasks. Assist as back up to other staff in the office and other accounting duties as required related to the Cashiering Section.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Shuklan 'Eva' Wong		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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Accounting Officer (Specialist)		0252-4546-006	50000243	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
			Fiscal/Governmental Acct. Office Cash Receipts	
Percent of Time	Activity			
10%	Maintain accurate and detailed cash accounts to record, deposit, and reconcile funds received in accordance with SAM and other governing policies and requirements ensuring fiscal integrity and reliability. Drop off stop payment request form or submit TC-30 to State Treasurer's Office (STO) when needed. This responsibility also involves clearing the Office Revolving Fund cash account of reimbursed obligations to facilitate the monthly bank reconciliation process and to keep the account manageable.			
10%	Accurately prepares cash receipts for bank depository in a timely manner to facilitate the reconciliation of the Department's financial accounts and to maximize interest earnings. Analyze bank deposits to determine corrections necessary for overstated or understated deposits and communicate with the Bank Government Service Unit within the State Treasurer's Office to resolve the necessary adjustments to accurately reflect the Department's account balances. Coordinate with and reimburse the bank for dishonored checks. Maintain an accountability via spreadsheet analysis and pursue collections of all dishonored checks. Provide liaison assistance to Bank of America.			
10%	Works with Cashiering staff to provide invoice detail to the remittance processor to ensure accurate submissions are deposited to the State Treasurer's Office and the State Controller's Office. Record journal entries received from the State Controller's Office for Office Revolving Fund replenishment schedules, payroll offset entries, and for Franchise Tax Board offsets. Assists in the analysis of transactions for compliance with State rules and regulations established by SAM, DAM, UCM, DPA, Board of Control, Bargaining Unit Contract MOUs, and SAP end user procedures.			
10%	Prepare analysis of cash receipts for Bond cover and Off-Aqueduct power to enable a reclassification of funds and post determined entries to SAP accordingly within one day of receipt of payment. This requires the ability to research, logically reason and successfully conclude resolution necessary for accurate reporting which requires a detailed understanding and interpretation of the goals, mission, laws, rules and policies guiding the State and the Department. Initiative, perseverance, and analytical skills must be applied in the review of source documents, accounting transactions, and internal funding history to ensure concluded remedies will result in correct entries maintaining an accurate fiscal accountability.			

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APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION Fiscal/Governmental Acct. Office Cash Receipts	
<i>Percent of Time</i>	<i>Activity</i>			
10%	<p>Preserve a cooperative working environment with Employee Payables staff and Personnel staff to ensure timely collections and processing of salary advances and employee accounts receivable. Maintain fiscal accountability of the salary advance account by reconciling and clearing the cash received with the original employee salary advance disbursed. Clear offsetting account entries in the Office Revolving Fund cash account of reimbursed obligations to facilitate the monthly bank reconciliation process and to keep the account manageable.</p>			
5%	<p>Resolve help desk tickets assigned and inquiries received relative to the cash receipts function. Ability to perform all other duties responsible to the Cash Receipts section as needed which may include special assignments and performing duties having lead responsibility. Attend meetings and training as assigned.</p> <p>KNOWLEDGE, SKILLS, AND ABILITIES</p> <ul style="list-style-type: none"> * Strong organizational and time management skills with the ability to multi-task * Ability to navigate and research in an automated accounting system * Understand the State Governmental Accounting practices related to cashiering, banking, and collection practices per SAM section 8000 and UCM section REC-1 State Governmental Accounting practices * Ability to analyze the financial activity recorded in SAP and understand the relationship to the various modules * Ability to develop and maintain cooperative working relationships with internal and external contacts * A customer satisfaction commitment * Maintain regular, consistent, and predictable attendance and exercise good judgment <p>SPECIAL REQUIREMENTS</p> <p>This position may require the incumbent to work full time and to limited vacation during the months of April to June to ensure fiscal year end responsibilities are met.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.</p> <p>The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.</p>			