

**DUTY STATEMENT**

Employee Name:	Position Number: <b>580-110-4179-743</b>
Classification: Accountant Trainee	Tenure/Time Base: Permanent/Full-Time
Working Title: Accounting Cashier Trainee	Work Location: 1615 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/ Financial Management Division	Branch/Section/Unit: Accounting Operations Section/Receivables and Cash Unit/Cash Deposit Team

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports CDPH's mission and strategic plan by processing cash receipts. The Accountant Trainee performs the entry and trainee level semiprofessional accounting duties associated with auditing, reviewing, and validating checks; maintaining and reconciling daily deposits; and resolving issues and inquiries related to deposits.

The incumbent works under close supervision of the Accounting Administrator I (AA I) (Supervisor) of the Cash Deposit Team.

**Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

### **Essential Functions (including percentage of time)**

- 25% Assists with the audit, review, research, and resolution of less complex issues related to checks and deposits. Research, interpret and apply State Administration Manual (SAM), Financial Information System for California (FI\$Cal), Department of General Services (DGS), State Treasurer's Office (STO), Admin Memo's, and the Departmental policies and other rules and regulations in processing deposits. Maintain deposits, open and sort mail, and under close supervision, validate and batch checks and reconcile daily deposits. Prepare and submit Supplemental Deposit slips to correct deposit amounts, as needed. Request checks to pay Financial Institutions and re-deposit original checks. Consult with Information Technology Services Division (ITSD), contractors, and the Financial Institution for issues relating to the remote/image deposit systems. Provide evidence of deposit to programs along with back-up documents after deposit.
- 25% Assists with identifying the source of receipts and validate checks. Prepare and maintain the deposit report. Use CashPro Online System and Remittance Processing System (RPS) to process deposit. Use FI\$Cal to generate the deposit slips. Audit and reconcile total deposit amount for the date and notify the STO when deposits exceed \$100,000. Analyze and reconcile data on various reports to ensure the deposit amount and its information are posted accurately in the Accounts Receivable Module of FI\$Cal.
- 25% Learn how to process and upload files for cash receipts. Review, validate and reconcile the cash receipts transaction items. Make necessary adjustments in the upload files. Transmit the upload files to FI\$Cal for uploading to the journal entries. Review and validate receipt journal entries that are uploaded in FI\$Cal. Identify and correct errors in receipt journal entries. Certify and approve the receipt journal entries in FI\$Cal. Update and maintain tracking spreadsheets and written procedures to ensure adequate internal control and proper accounting functions and assist staff with resolving any accounting issues related to deposits. With guidance, provide cross-functional training to team members. Work on special projects as assigned by management.
- 20% Prepare written correspondences and learn how to respond to public customers, Department staff and control agencies via telephone and written correspondence. Prepare cash receipt information and/or reports for Department staff and control agencies. With guidance, research, analyze, and correct errors and discrepancies in the accounting records by gathering all necessary documents and information, contacting Department staff, and control agencies.

### **Marginal Functions (including percentage of time)**

- 5% Provide back-up support to staff in their absence in order to ensure that the needs of the unit

are met by assisting with workload needs. Perform other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: NW

Date: 10/2/25

**DUTY STATEMENT**

Employee Name:	Position Number: 580-110-4546-743
Classification: Accounting Officer (Specialist)	Tenure/Time Base: Permanent/Full Time
Working Title: Accounting Cashier	Work Location: 1615 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Financial Management Division	Branch/Section/Unit: Accounting Operations Section/Receivables and Cash Unit/Cash Deposit Team

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

**Competencies**

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

**Job Summary**

This position supports CDPH's mission and strategic plan by processing all the incoming checks and record revenue in the Accounting System. The Accounting Officer (Specialist) performs professional accounting duties of average difficulty associated with auditing, reviewing, and validating checks; maintaining and reconciling daily deposits; and resolving issues and inquiries related to deposits.

The incumbent works under the general supervision of the Accounting Administrator I (AA I) (Supervisor) of the Cash Deposit Team.

**Special Requirements**

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

**Essential Functions (including percentage of time)**

- 25% Audit, review, research, and resolve complex issues related to checks and deposits. Research, interpret and apply State Administration Manual (SAM), Financial Information System for California (FI\$Cal), Department of General Services (DGS), State Treasurer's Office (STO), Admin Memos, and the Departmental policies and other rules and regulations in processing deposits. Maintain deposits, validate and batch checks and reconcile daily deposits. Prepare and submit Supplemental Deposit slips to correct deposit amounts, as needed. Request checks to pay Financial Institutions and re-deposit original checks. Consult with Information Technology Services Division (ITSD) and Financial Institutions for issues relating to the remote/image deposit systems. Provide evidence of deposit to programs along with back-up documents after deposit.
- 25% Identify the source of receipts and validate checks. Prepare and maintain the deposit report. Use CashPro Online System and Remittance Processing System (RPS) to process deposits. Use FI\$Cal to generate the deposit slips. Audit and reconcile total deposit amounts for the date and notify STO when deposits exceed \$100,000. Analyze and reconcile data on various reports to ensure the deposit amount and its information are posted accurately in the Accounts Receivable Module of FI\$Cal. Oversee, review, and analyze unclaimed deposits. Investigate unclaimed deposits and identify if the unclaimed deposit belongs to the CDPH. Contact Program Managers and/or office liaisons to claim the money. Record and update the spreadsheet regarding the status of the investigation.
- 25% Process and upload files for cash receipts. Review, validate and reconcile the cash receipt transaction items. Make necessary adjustments in upload files. Transmit the upload files to FI\$Cal for uploading to journal entries. Review and validate receipt journal entries that are uploaded into FI\$Cal. Identify and correct errors in receipt journal entries. Certify and approve the receipt of journal entries in FI\$Cal. Update and maintain tracking spreadsheets and written procedures to ensure adequate internal control and proper accounting functions, and assist staff with resolving any accounting issues related to deposits. Provide cross-functional training to team members. Work on special projects as assigned by management.
- 20% Respond to inquiries from public customers, Department staff and control agencies via telephone and written correspondence. Prepare cash receipt information and/or reports for Department staff and control agencies. Research, analyze, and correct errors and

discrepancies in the accounting records by gathering all necessary documents and information, contacting Department staff, and control agencies.

### **Marginal Functions (including percentage of time)**

- 5% Provide back-up support to staff in their absence in order to ensure the needs of the unit are met by assisting with workload needs. Perform other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

#### **HRD Use Only:**

Approved By: NW

Date: 10/2/25