

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 29461	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fiscal Services	
UNIT NAME DGS Accounting, Accounts Receivable	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Accountant Trainee	POSITION NUMBER 306-234-4179-071	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☒ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☒ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday, 8:00am - 5:00pm (Flexible)	TENURE Permanent	
WORKING TITLE Accountant Trainee	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under close supervision of an Accounting Administrator I (Supervisor) in the Accounts Receivable Section, the Accountant Trainee performs, in a learning capacity, accounting duties and provides financial services to assigned DGS program offices and Contracted Fiscal Services (CFS) client agencies. The Accountant Trainee performs all tasks in accordance with Office of Fiscal Services guidelines, Governor's Budget, Department of Finance rules and regulations, State Controller's Office policies, California Department of Human Resources policies, State Administrative Manual, and state and federal laws.

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing

SPECIAL REQUIREMENTS ☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)
Telework

The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews and assists in Accounts Receivable issues in accordance with departmental policies, procedures and timelines. Tracking deposits from various payment sources (Check, Credit Cards, Direct Transfers) and verifying the accuracy to input billing item adjustments in Financial Information System for California (Fi\$Cal). Prepare and submit daily transaction batches relating to deposits and billing. Maintain customer accounts and analyze customer activities, supporting in collection process.
30%	Assists in the development, implementation and maintenance of protocols. Coordinate with customer, program and accounting staff for resolution of accounting issues relating to billing errors, miscellaneous payments, return of funds, FTB garnishments, travel and salary advances, and payroll

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	adjustments. Monitors aging report balances and escalating overdue accounts.
30%	Provide support to senior accounting staff for various monthly reconciliations that affect month and year end closing processes. Preparing reports, running queries and sharing data as needed. Aid in collaborations with other OFS units to improve AR processes.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Respond to internal and external customer inquiries via email, phone or in person. Perform clerical and administrative tasks for billing and collections. Prepare routine correspondence and memos. Maintaining and updating logs.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☐ Travel (Specify the percentage in the travel box below)

Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.

Ability to remain at workstation for an extended period of time.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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