

PROPOSED

Department of Health Care Access and Information Duty Statement

Employee Name <Vacant>	Organization Administrative Services Accounting Services Branch AR/Cashiering Unit	
Position Number 441-161-4179-XXX	Location Sacramento	Telework Option Hybrid
Classification Accountant Trainee	Working Title Accountant Trainee	

General Description

Under general direction from the Accounting Administrator I (Supervisor), the Accountant Trainee, in a learning capacity, learns the roles of the State's control agencies, agency activities, departmental systems, and central fiscal control activities while performing entry-level accounting and financial duties. The incumbent learns and assists with accounting processes including, but not limited to, accounts receivable processing, cash receipts, basic reconciliation of data, and preparation of routine accounting documents and adjustments in accordance with State Controller's Office (SCO) requirements and State accounting systems to support the accuracy and integrity of financial data.

Supervision Received

Reports directly to the Accounting Administrator I (Supervisor).

Supervision Exercised

None.

Physical Demands

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.

Typical Working Conditions

Requires prolonged sitting and use of desktop computer and telephones. Frequent face-to-face contact with leadership, management, and staff. Written, verbal and electronic communications. Mobility to various areas of the department. Extra work hours may be necessary beyond scheduled work hours. Core business hours are 8:00 a.m. to 5:00 p.m.

Job Duties

E = Essential, M = Marginal

35% E Under supervision, establishes, maintains, and reconciles records in the

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		Financial Information System for California (FI\$Cal) and State Controller's Office (SCO). Identifies and research all reconciling items and takes necessary action to clear reconciling items through posting accounting transactions or preparing required journal entries to adjust the SCO records. Record departmental payroll accounts receivables in FI\$Cal and adjust receivables journals received from SCO. Track and maintain ongoing balances for all payroll accounts receivables using FI\$Cal aging report.
25%	E	Works closely with the professional accounting staff to support accounts receivable collection activities, including identifying and researching collection issues and assisting with write-off processing as directed. Assists with reconciling, and analyzing, and processing deposits from divisions. Under guidance, reviews overpayment refund requests for appropriateness and accuracy. Analyze and prepare refunds as needed. Monitors and process dishonored checks buybacks. Assists with identifying and researching errors, make corrections and posting accounting entries. Provides support to program staff by responding to routine questions and escalating issues as appropriate.
20%	E	In a learning capacity, reconciles the Centralized Treasury System (CTS) uncleared collections account in FI\$Cal against departmental records on a monthly basis. Reviews beginning and ending balances of the uncleared collections account, research any and all transactions against this account and properly record movements between the uncleared collections account and refunds clearing. Remits identified uncleared collections funds to the correct fund and appropriation at SCO. Provides backup coverage, as assigned, for cash receipting and deposit processing to the State Controllers Office, including wire transfers.
10%	E	Under Supervision, prepares reports detailing accounts receivable status. Prepares and submits delinquent accounts for collection to the Franchise Tax Board when applicable. Analyzes proposed legislation which may require changes to departmental accounting procedures. Reviews and monitors the phased Reviews under a MOU agreement to ensure payment schedules are followed. Responds to Public Records Act inquiries or any other internal inquiries.
5%	E	Assists with year-end accrual process and preparation of the Financial Statements.
5%	E	Other duties appropriate for the position/classification. This includes assisting with other workloads when priority workload is backlogged.
Other Expectations • Recognizes the needs of others and treats others with respect and dignity. • Demonstrate a commitment to performing duties in a service-oriented manner. • Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.		

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- Maintain good work habits and adhere to all HCAI policies and procedures.
- Demonstrate a commitment to HCAI's Vision, Mission, and Goals.
- Demonstrate a commitment to HCAI's Core Values
- Demonstrate a commitment to adhere to the HCAI Expectations of Managers/Supervisors.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date