

☐	Current
☒	Proposed

Classification / Working Title Accountant Trainee	Employee Name Vacant								
Position Number 014-024-4179-982	Supervisor Name / Classification Sharlene Davies /Senior Accounting Officer (Supervisor)								
Division / Branch / Unit Administrative Services/Financial Services/ Cashiers	Effective Date								
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2								
Tenure Permanent	Timebase Full Time								
Physical CDFA Headquarters Location 1220 N Street, Room 140, Sacramento, CA 95814	Department Hyperlink https://www.cdfa.ca.gov/								
As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.									
Division / Branch / DAA Information: The Financial Services Branch (FSB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) financial services branch management including payable and receivable, travel, revolving fund, cashiers, financial reports and fiscal systems and analysis.									
Position Identification: Under the close supervision of the Senior Accounting Officer (Supervisor) and in a learning capacity, the incumbent will perform professional accounting duties of average difficulty for the Cashiers Unit. Duties will include, but not be limited to, the monitoring and maintaining of electronic payments made by licensees and applicants via the department's electronic payment systems and performing reconciliations.									
Special Requirements: <table border="0"> <tr> <td>☐ Conflict of Interest Filer (Form 700)</td> <td>☐ California Driver's License</td> </tr> <tr> <td>☐ Medical Clearance</td> <td>☐ Travel Required over 10% - Employer Pull Notice (EPN) Required</td> </tr> <tr> <td>☐ License / Certificate Required</td> <td>☐ Field Work: ____%</td> </tr> <tr> <td>☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____</td> <td>☐ Other (Specify): _____</td> </tr> </table> ☒ Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change.		☐ Conflict of Interest Filer (Form 700)	☐ California Driver's License	☐ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required	☐ License / Certificate Required	☐ Field Work: ____%	☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____
☐ Conflict of Interest Filer (Form 700)	☐ California Driver's License								
☐ Medical Clearance	☐ Travel Required over 10% - Employer Pull Notice (EPN) Required								
☐ License / Certificate Required	☐ Field Work: ____%								
☐ Bilingual: Pass a State written and/or verbal proficiency exam in _____	☐ Other (Specify): _____								

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Essential Functions:	
40%	Electronic Funds Transfer (EFT) Reconciliation Duties: - Reconcile daily EFT activity by comparing processed transactions to amounts settled and deposited into the department's zero-balance accounts in the Financial Information System for California (FI\$Cal). - Review transactions for accuracy and consistency, ensuring proper account balances. - Identify and research basic discrepancies, payment issues, or exceptions and notify program staff as needed. - Prepare reports for program staff summarizing all electronic payments received. - Post the zero-balance account (ZBA) deposit into FI\$Cal using the Accounts Receivable (AR) module after daily reconciliation is complete. - Create the Report of Collections (RC) for EFT payments and upload the completed documentation to the shared drive. - Maintain organized reconciliation worksheets, RC support files, and supporting documentation.
25%	EFT Refund Activities: - Receive, review for accuracy, log, and process EFT Refund Vouchers. - Enter refund information into appropriate accounting systems and track pending items until completion. - Maintain accurate records of processed refunds.
20%	EFT Chargeback Duties: - Identify and research payment chargebacks, such as credit card disputes, dishonored e-checks, and other payment discrepancies. - Review and process chargeback notices by gathering transaction details and supporting documentation. - Notify program staff of chargebacks and follow direction on the appropriate action to take. - Analyze chargeback reasons and prepare responses and submit to the appropriate payment processor company. - Monitor deadlines to ensure timely submission of required chargeback materials. - Update chargeback tracking logs and maintain clear, accurate records of chargeback activity.
10%	Miscellaneous Duties: - Assist with processing and mailing Seasonal and Master Pay warrants and help maintain accurate payroll distribution instructions. - Assist in supporting department project activities related to the development, enhancement, and implementation of electronic payment acceptance and reconciliation processes. - Participate in reviewing and improving workflow processes to help identify opportunities to streamline or eliminate unnecessary steps. - Maintain detailed procedures and training manuals relevant to the desk. - As a backup, assist the Cashier Desk and Support Services Desk when backlogged.
Non-Essential/Marginal Functions:	
5%	Other job-related duties as assigned.
Required Qualifications:	

STATE OF CALIFORNIA
DEPARTMENT OF FOOD AND AGRICULTURE
HUMAN RESOURCES BRANCH
DUTY STATEMENT
SO-92 (EST. 12/2025)

Desirable Qualifications:

- Basic understanding of accounting principles and procedures.
- Strong attendance, punctuality, and dependability.
- Ability to complete assignments accurately and meet established deadlines.
- Strong analytical skills and ability to identify and resolve discrepancies.
- Good interpersonal, written, and verbal communication skills.
- Ability to work effectively in a team environment and provide positive customer service.
- Knowledge of modern office practices and equipment, including proficiency with Microsoft Outlook, Word, and Excel.

Work Environment and Equipment Used:

The incumbent works in an office setting with workstations and private offices. The incumbent will have a workstation with modular furniture, a phone, an adding machine, and a computer with various desktop programs. A printer is located outside of the workstation. The workstation is also equipped with an adjustable roller chair, file drawer cabinets that roll, stationary file drawers, and a desktop of standard height. The Financial Services office area is equipped with three photocopying machines and a fax machine. Files with shelves are located throughout the office.

Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Specific telework schedules may be discussed further during the interview process. Staff will be assigned either a mini desktop or a laptop computer with email and various software and a cell phone to conduct the required duties. Once telework is assigned, staff will be assigned needed equipment for telework (monitor(s), keyboard and mouse).

Physical/Mental Abilities:

Employee Certification

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date

CC: Employee
Official Personnel File
Supervisor's Drop File