



Classification: Accountant Trainee
 Position Number: 880-600-4179-738

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-600-119	Classification Title: Accountant Trainee	Position Number: 880-600-4179-738
Incumbent Name: Vacant	Working Title: Accountant Trainee	Effective Date: March 2026
Tenure: Permanent	Time Base: Full-time	CBID: R01
Division/Office: Administrative Services Division, Accounting Branch		Section/Unit: SRF Unit
Supervisor's Name: Vacant		Supervisor's Classification: Accounting Administrator I (Supervisor)

Human Resources Use Only:	
HR Analyst Approval: Kathleen Hill	Date: March 2026

General Statement
Under the close supervision of an Accounting Administrator I (Supervisor) and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Accountant Trainee performs monthly appropriation, fund, plan of financial adjustment (PFA) and cash reconciliations, posts all related journal entries, posts year-end accruals, and prepares Federal Financial Reports and legal basis financial statements for the less complex State Revolving Funds (SRF). Processes and posts various loan repayments and other cash receipts, maintains various accounts receivables, processes federal cash draws, and cash transfer letters.



Essential Functions (Including percentage of time):	
35%	Perform daily, weekly, and monthly fund, agency, and cash reconciliation of FI\$Cal and LGTS (Loans and Grants Tracking System) reports to the State Controller's Office (SCO) records for less complex SRF (State Revolving Fund) funds. Reconcile all general ledger accounts for shared and non-shared funds to SCO's records on a monthly basis. Analyze, prepare, and post all SCO journal entries to the proper general ledgers within FI\$Cal. Analyze reconciling items and share results with Supervisor and Unit lead; propose possible correcting entries, and post after obtaining approval. Assist with preparation of the monthly PFA (Plan of Financial Adjustment) letter to transfer costs from the clearing account to the appropriate ultimate fund. Assist with preparation of monthly management status reports. Prepare the monthly reconciliation of SCO budget postings to FI\$Cal records. Assist with preparation of the required year-end financial statements.
35%	Analyze and post various types of loan repayments in FI\$Cal and LGTS including principal, interest, administrative fees, and grant fees for restricted (pledged) and non-restricted assets including construction period interest (CPI), recognition of local match interest, and deferred revenue. Process federal cash draws for loan disbursements using the Federal Grant System, Automated Standard Application for Payments (ASAP) by correctly posting to the proper available SRF federal grant. Analyze, calculate, and prepare cash transfer letters for SCO necessary for cash draws. Analyze and report the impact of weekly cash remittances on fund balances.
15%	Prepare and process Reports of Collection and Deposit Slips for State board Receipts. Ensure that all information needed to identify the appropriate revenue, program, and fund source be identified; prepare electronic deposit slip. Contact the Bank and/or State Treasurer to resolve the more routine deposit issues. Deliver deposits to the Bank, if needed. Provide cooperative backup for Revenue/Payroll, Loans/Grants, and Travel/Payments units. Assist with processing travel claims, loans/grants payments, posting accounts receivables, and office support functions including answering phones, distributing mail, printing forms, and typing checks. Assemble, proof, and review vouchers.
Marginal Functions (Including percentage of time):	
5%	Provide cooperative back up for General Ledger Unit and Bond Team; posts journal entries, reconciles appropriations, assists with preparing management reports.
5%	Review FI\$Cal Edit Activity report listing for input errors. Analyze and research original input documents. Prepare necessary entries to correct transaction records. Consult with FI\$Cal Systems Analyst as necessary to resolve correction issues.
5%	Other analyses and projects related to the Accounting Branch functions as required. Other duties as required. Overtime during peak periods, such as year-end, may be required.



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Typical Physical Conditions/Demands:

The job requires extensive use of a work-issued laptop and the ability to sit-stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 40 pounds, bend and reach above shoulders to retrieve files and/or documents.

Typical Working Conditions:

The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work, may be necessary during peak periods such as year-end closing or when the department is mission tasked. Travel may be required locally and within the state. In compliance with the CalEPA policy this position is currently eligible for telework.

Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date