

DUTY STATEMENT



CURRENT
 PROPOSED

CIVIL SERVICE CLASSIFICATION Accountant Trainee		WORKING TITLE Accountant Trainee		
PROGRAM NAME Office of Fiscal Services			UNIT NAME Accounting-Accounts Payable	
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER 400 – 106-4179-901	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under close supervision of the Accounting Administrator I, the Accountant Trainee as a learner will perform audits, payment, and reconciliation of encumbrances and invoices in accordance with Government Codes, State Administrative Manual, Department procedures and the Prompt Payment Act. The incumbent identifies and resolves encumbrances and payment procedure problems, review and analyzes Financial Information System for California (FI\$Cal) financial reports, and liaisons with control agencies.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties Essential Job Functions
45%	<p>Reviews and audits electronic source documents in the Invoice Payment Portal from Department divisions within the Department of Industrial Relations (DIR) for completeness of required documents, accuracy of expenditure charges, and appropriate account coding for payment. Processes accounts payable journal entries and vouchers in FI\$Cal to ensure DIR issues payments promptly to its suppliers. Researches clearing account appropriation balances for the current and previous two enactment years to calculate if there is enough available appropriation to pay the invoice. Resolves accounting transactions denied by the State Controller's Office and determines the applicable rules and regulation required to correct and resubmit vouchers for payment. Processes the supplier request form to establish a new vendor and update existing supplier information in the State's master file. Research and initiates stop payment or abatement of warrants and prepares request for replacement checks in the Invoice Payment Portal.</p> <p>Follows the appropriate basic principles of accounting and financial record keeping per Generally Accepted Accounting Principles and Department of Finance in the coding of detailed accounting transactions in the preparation of documents (i.e. posting ledgers) for data entry into FI\$CAL.</p>
35%	<p>Monitors current payment information of all active purchase orders (PO) and contracts to ensure that funds are encumbered and liquidated in a timely manner. Determines the applicable rules and regulations needed to correct FI\$Cal requisition, encumbrance, and purchase order errors in specific cases utilizing the State Administrative Manual, the Chart of Accounts, and FI\$Cal job aids as</p>



	reference.
15%	Provides customer service by responding to email inquiries sent to Invoice Payment Portal within a timely manner. Researches and initiates online payment history reports or queries for specific vendors or departments when requested by DIR accounting liaisons into Excel format. Communicates with DIR accounting liaisons via email and phone to answer requests and resolves issues about status of invoice payments, remaining balances for encumbrances, purchase orders, and contracts. Exercises professional judgment and reacts or shreds any confidential, sensitive, or personally identifiable information encountered while performing their accounting duties. Maintains accounting records electronically or paper documents in the appropriately specified office file cabinets or online electronic document repositories.
Percentage of Time Spent	Marginal Job Functions
5%	Perform other accounting related duties and trainings to support various accounting operations under the direction of the Accounting Administrator I.

Conduct, Attendance, and Performance Expectations

The State of California adheres to a number of laws and policies that are designed to promote a safe, comfortable, and professional work environment for all employees. You are expected to behave courteously and responsibly at all times.

The incumbent maintains consistent and regular attendance while either in office or via telework. As a state employee the Accountant Trainee is responsible for arriving at and leaving work at the times agreed upon by your supervisor, including returning on time after lunch and break periods.

The Accounting Administrator I and the Accountant Trainee will participate in the regular employee appraisal process. The incumbent must have an effective oral and written communication skills, be able to take direction from supervisor or be able to work independently. Regular and punctual attendance is required.

Supervision Received

The Accounts Payable Accountant Trainee works under the supervision of the Senior Accounting Officer (Supervisor) but may receive functional guidance from the Accounting Administrator I and or the Accounting Administrator II.

Supervision Exercised

This position does not supervise other employees.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works a cubicle in close proximity to others, in an air-conditioned office building under artificial lighting. Telework is available as approved by the department.



Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The incumbent will work 40 hours per week, Monday through Friday. The position requires the ability to work at a computer for extended periods of time. The incumbent will be required to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine. Some travel may be required to attend meetings and training.

Additional Requirements/Expectations

N/A

Personal Contacts

The incumbent will have contact with the unit managers within Accounting, other Divisions, the Budget Office, DIR employees, CalHR, control agencies, field offices and vendors while performing duties. These contacts will be in person, by email, and telephone.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name	Employee Signature	Employee Sign Date
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Supervisor Acknowledgment

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

Supervisor Name	Supervisor Signature	Supervisor Sign Date
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HUMAN RESOURCES OFFICE APPROVAL

<i>MA</i>	12/4/2025
C&S Analyst Initials	Approval Date