

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME: Vacant
POSITION NUMBER: 420-023-4179- XXX
JOB TITLE: Accountant Trainee
SUPERVISOR: Senior Accounting Officer (Sup)
UNIT: Reimbursement Unit

STATEMENT OF DUTIES: The Accountant Trainee performs professional accounting duties as a learner at the entry level of the Accounting Officer series. With the guidance of the Accounting Officer, duties include billing and collection of program account, grants invoicing, invoice and batch reconciliation, and posting of invoices and credit memos. Assist in the cash identification request for Cashiering unit.

SUPERVISION RECEIVED: Reports directly to the Senior Accounting Officer (Supervisor) in the Reimbursement Management Unit and indirectly to the Administrator I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and maybe required to move boxes up to 20 lbs.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS

35% **With the guidance of the Accounting Officer,** will assist with the billing program accounts and follow up on uncollectible accounts by contacting customers and agencies. This includes coordinating and following up with program staff any related disputes and payment status. Will assist with maintaining the A/R file maintenance in the database and recording received purchase orders. When appropriate, will assist with contacting the program for any changes or amendments on all purchase orders. Will assist with researching, analyzing, verifying, preparing and posting credit memos and credit invoices.

30% Responsible for maintaining the batch log, credit memo log, and invoice reconciliation, which includes preparing manual journal entries. With the guidance of the Accounting Officer when appropriate, responsible for researching, analyzing, verifying and preparing direct transfers for posting. Responsible for identification of collections for posting activity. This includes contacting customers, agencies, vendors, and verifying information in the database. Verify and prepare the uncleared collections and process individual

Accountant Trainee

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refund reports.

30% With the guidance of the Accounting Officer, monitors the credit card phone line for payments, database updates, customer inquiries, discrepancies, disputes, and follow-up calls. Will assist with updating the Collection Status Update log and researching unclaimed property through SCO. Assist the lead Senior Accounts Receivable staff in preparing accounts receivable write-off. Responsible with processing/opening returned mail and to process needed information.

Marginal Functions:

5% Performs other clerical and/or administrative duties for the reimbursement of expenditures and posting payments. Maintains desk procedures, processing invoices.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
ACCOUNTING OFFICE
DUTY STATEMENT**

NAME:

POSITION NUMBER: 420-023-4546-

JOB TITLE: Accounting Officer (Specialist)

SUPERVISOR: Senior Accounting Officer (Sup)

UNIT: Reimbursement Unit

STATEMENT OF DUTIES: The Accounting Officer (Spec) is responsible for billing and collection of program accounts. The Accounting Officer (Spec) is also responsible for grants invoicing, invoice and batch reconciliation, and posting of invoices and credit memos. The Accounting Officer (Spec) will take a more active role in communications with program staff, handling escalated customer inquiries, as well as directing the preparation of accounts receivable write-offs.

SUPERVISION RECEIVED: Reports directly to the Senior Accounting Officer (Supervisor) in the Reimbursement Management Unit and indirectly to the Administrator I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to sit, type and work at a computer workstation to input data and to complete work assignments up to 8 hours per day. Ability to bend and lift files and may be required to move boxes up to 20 lbs.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS:

40% Responsible for billing program accounts and follow up on uncollectible accounts by contacting customers and agencies. This includes coordinating and following up with program staff regarding any related disputes and payment status. Responsible for maintaining the A/R file maintenance in the database and recording received purchase orders. When appropriate, responsible for contacting the program for any changes or amendments on all purchase orders. Research, analyze, verify, prepare and post credit memos and credit invoices.

30% Responsible for maintaining the batch log, credit memo log, and invoice reconciliation, which includes preparing manual journal entries. When appropriate, responsible for researching, analyzing, verifying and preparing direct transfers for posting. Responsible for identification of collections for posting activity. This includes contacting customers, agencies, vendors, and verifying information in the database. Verify and prepare the pending collections and process individual refund reports.

