



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

DUTY STATEMENT

CURRENT PROPOSED

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| RPA Number: 25-600-170 | Classification Title: Accountant Trainee | Position Number: 880-600-4179-XXX |
| Incumbent Name: VACANT | Working Title: Accountant Trainee | Effective Date: May 2026 |
| Tenure: Permanent | Time Base: Full-Time | CBID: R01 |
| Division/Office: Division of Administrative Services | | Section/Unit: Accounting/General Ledger |
| Supervisor's Name: Mark Kalashian | | Supervisor's Classification: Accounting Administrator I, Supervisor |

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| Human Resources Use Only: | |
| HR Analyst Approval: Kathleen Hill | Date: 05/05/2026 |

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| 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 |
| As part of the Accounting General Ledger Team, the Accountant Trainee performs daily, weekly, and monthly reconciling and maintenance of the Water Board's complex appropriations. These reconciliations are prepared using reports from the Financial Information System for California (FI\$Cal), the State Controller's Office (SCO), State Treasurers Office (STO), and Department of General Services (DGS). The incumbent posts and reclassifies SCO journal entries for special funds, assists cash management, and revenue projections. Prepares monthly Plan of Financial Adjustment (PFA) letters, special fund reconciliations, and quarterly management reports. During Year-End, the incumbent will process various accrual entries, and prepare legal/budgetary basis financial statements to be submitted to the State Controller's Office to be used for the creation of the Annual Comprehensive Financial Report (ACFR). |



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| Essential Functions (Including percentage of time): | |
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| 25% | Performs monthly fund and agency reconciliation of FI\$Cal reports to the SCO records for less complex special revenue funds. Reconciles all general ledger accounts for shared and non-shared funds to SCO's records on a monthly basis. Analyzes, prepares, and posts all SCO journal entries to the proper general ledgers within FI\$Cal. Analyzes reconciling items and shares results with Supervisor and Unit lead; proposes possible correcting entries and posts after obtaining approval. Prepares a monthly PFA letter to transfer costs from the clearing account to the appropriate ultimate fund. Assists with preparation of monthly management status reports. Prepares reimbursement invoices. Assists with preparation of reimbursement accruals. Prepares the monthly reconciliation of SCO budget postings to FI\$Cal records. Assists with preparation of the required year-end financial statements. |
| 25% | Reconcile general cash by fund to the FI\$Cal general ledger account. Prepare the remittance and necessary FI\$Cal entries to record the transaction. |
| 20% | Audit and process Reports of Collection prepared by Regional Water Boards; routine follow up with Regional Administrative Office when necessary to help ensure that all information needed to identify the appropriate revenue, program, and fund source can be identified; prepare electronic deposit slip. Prepare and process Reports of Collection and Deposit Slips for State Board Receipts. Audit and process various cash receipts documents for multiple programs from Regional Boards and State Board programs including reports of collections, deposit slips, invoice remittances, ACL's, NOI's, NOT's, and Form X's. |
| Marginal Functions (Including percentage of time): | |
| 10% | Provide cooperative back up for SRF Unit and Bond Team process; posts journal entries, reconciles appropriations, assists with preparing Management Reports. As a back-up, work with Tanks/Contracts, Revenue/Payroll, and Loans/Grants. Assist with processing contract payments, loans/grants payments, and travel processing. |
| 5% | Reviews the quarterly FI\$Cal reports to ensure that the documents, revenues, and subsidiaries recorded in FI\$Cal are valid and correct. Shares concerns with Lead or Supervisor. |
| 5% | Prepares revenue and expenditure data as requested for Accounting Management; assists in forecasting revenue to be generated by programs and determining the fiscal impact. |
| 5% | Review Activity Report listing for input errors. Analyze, and research original input documents. Prepare necessary entries to correct transaction records. Consult with Systems Analyst as necessary to resolve correction issues. |
| 5% | Other analyses and projects related to the Funds Unit Section functions as required. Other duties as required. Occasional 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 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 |
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| Employee Name | Employee Signature | Date |
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