

**DEPARTMENT OF JUSTICE  
DIVISION OF ADMINISTRATIVE SERVICES  
ACCOUNTING OFFICE/TRAVEL UNIT  
DUTY STATEMENT**

**NAME:**

**POSITION NUMBER:** 420-023-4546-xxx

**JOB TITLE:** Accounting Officer (Specialist)

**SUPERVISOR:** Sr. AO (Sup)

**UNIT:** Travel

**STATEMENT OF DUTIES:** Under the general direction of the Senior Accounting Officer (Supervisor), the Accounting Officer (AO) Specialist performs professional accounting duties in the Travel Unit. Duties include but are not limited to, the timely and accurate processing of travel related invoices, auditing complex travel claims, making contact with Department staff and vendors and provide assistance as required. Answering general public inquiries concerning travel-related issues, and recognizing and ensuring that audit and internal control procedures are being followed. Reconcile and process payment of travel related invoices.

**SUPERVISION RECEIVED:** Reports directly to the Senior Accounting Officer (Supervisor).

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Ability to type, rotate, 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 archive boxes weighing up to 24 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.

**EXAMPLE OF DUTIES**

**ESSENTIAL FUNCTIONS**

**35%** Audit travel claims for Department employees through the CalATERS automated travel expense claims process. Communicate with Departmental staff and vendors and provide assistance as required. Determine that all claims and supporting documentation are in accordance with Departmental policies, Bargaining Contracts, Government Code, State Administrative Manual, CA Department of Human Resources (CalHR) and Department of General Services Government claims rules. Ensure that all documentation is correctly coded according to the Department's Cost Accounting Program. Recognizing and ensuring that audit and internal control procedures are being followed.

**25%** Reconcile and process payment of travel related invoices and ensure compliance with SAM and other applicable rules and regulations. Verify that all documents are coded and charged in accordance with the requirements of the Department's Cost Accounting Program.

- 20%** Respond to employee's questions on the CalATER's help desk. Assist employees with account set up and account trouble shooting. Act as liaison between numerous control agencies and programs with the Department. Respond to inquiries from department staff, vendors and control agencies.
  
- 10%** Write and prepare memos, letters, reports, and correspondence using the word processing software. Create spreadsheets, downloads, and fiscal documents utilizing Excel software at the same intermediate knowledge level. Have the ability to utilize Access and PowerPoint database software for reporting purposes. Correspond with program staff throughout the Department, external vendors and other State Agencies via use of e-mail (Outlook).
  
- 5%** Review and sign travel claim schedules for submission to State Controller's Office.

**MARGINAL FUNCTIONS:**

- 5%** Sort, date stamp and distribute incoming mail as required, and special projects as requested by management.

---

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/TRAVEL UNIT  
DUTY STATEMENT**

**NAME:** Vacant

**POSITION NUMBER:** 420-023-4179-xxx

**JOB TITLE:** Accountant Trainee

**SUPERVISOR:** Sr. Accounting Officer (Sup)

**UNIT:** Travel

**STATEMENT OF DUTIES:** Under the general direction of the Senior Accounting Officer (Supervisor), the incumbent performs professional accounting duties in the Travel Unit. Duties include but are not limited to, the timely and accurate processing of travel related invoices, auditing complex travel claims, making contact with Department staff and vendors and provide assistance as required. Answering general public inquiries concerning travel-related issues, and recognizing and ensuring that audit and internal control procedures are being followed. Reconcile and process payment of travel related invoices.

**SUPERVISION RECEIVED:** Reports directly to the Senior Accounting Officer (Supervisor).

**SUPERVISION EXERCISED:** None

**TYPICAL PHYSICAL DEMANDS:** Ability to sit, type, rotate, 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 weighing up to 24 pounds.

**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%** Acquire the skill to audit travel claims for Department employees through the CalATERS automated travel expense claims process. Communicate with Departmental staff and vendors and provide assistance as required. Determine that all claims and supporting documentation are in accordance with Departmental policies, Bargaining Contracts, Government Code, State Administrative Manual, CA Department of Human Resources (CalHR) and CA Victim Compensation Board (CalVCB) rules and regulations. Ensure that all documentation is correctly coded according to the

Duty Statement  
Accountant Trainee  
Travel

Department's Cost Accounting Program. Recognizing and ensuring that audit and internal control procedures are being followed.

- 25%** In learning capacity to acquire the necessary skills to reconcile and process payment of travel related invoices and ensure compliance with SAM and other applicable rules and regulations. Verify that all documents are coded and charged in accordance with the requirements of the Department's Cost Accounting Program.
- 20%** Respond to employee's questions on the CalATER's help desk. Assist employees with account set up and account trouble shooting. Act as liaison between numerous control agencies and programs with the Department. Respond to inquiries from department staff, vendors and control agencies.
- 10%** Develop the ability to write and prepare memos, letters, reports, and correspondence using the word processing software. Create spreadsheets, downloads, and fiscal documents utilizing Excel software at the same intermediate knowledge level. Have the ability to utilize Access and PowerPoint database software for reporting purposes. Correspond with program staff throughout the Department, external vendors and other State Agencies via use of e-mail (Outlook).
- 5%** In a back-up capacity, review for accuracy and sign travel schedules for submission to State Controller's Office for payment.
- 5%** Sort, date stamp and distribute incoming mail as required, and special projects as requested by management.

---

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.

Duty Statement  
Accountant Trainee  
Travel

---

Employee's Signature

Date

---

Supervisor's Signature

Date