

<input type="checkbox"/>	Current
<input checked="" type="checkbox"/>	Proposed

Classification / Working Title Accountant Trainee	Employee Name Vacant
Position Number 014-024-4179-002	Supervisor Name / Classification Sarah Zenti/Senior Accounting Officer Supervisor
Division / Branch / Unit Administrative/Financial Services/Accounts Payable Contracts, Purchase Orders & Miscellaneous	Effective Date
Collective Bargaining Unit Identifier (CBID) R01	Work Week Group (WWG) 2
Tenure Permanent	Timebase Fulltime
Physical CDFA Headquarters Location 1220 N Street, Room 140, Sacramento, CA 95814	Division / Program Hyperlink https://www.cdfa.ca.gov/

As an employee of the California Department of Food and Agriculture (CDFA), we are stewards of public resources, we operate in a transparent, authentic, and ethical manner and are accountable for our actions. We expect true, open partnership with our colleagues within CDFA and with our partners outside of CDFA. We demonstrate courtesy, dignity, compassion, and consideration in every interaction. Together, we strive to create a workplace and implement programs that promote diversity, equity, belonging, and accessibility. We base our vision for the future and our everyday decisions on fair, objective measures and cutting-edge science.

Division / Branch / DAA Information:

The Financial Services Branch (FSB) is responsible for all facets of the California Department of Food and Agriculture's (CDFA) financial services branch management including accounts payable and receivable, travel, revolving funds, cashiers, financial reports, and fiscal systems analysis.

Position Identification:

Under the close supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee is responsible for performing professional accounting work in the establishment and maintenance of accounts and records for the Department.

The incumbent must ensure work assignments are complete within assigned deadlines, develop and maintain working relationships, treat others with respect, remain objective and open-minded while dealing with individuals or groups, participate in meetings, share ideas and information for a well-organized environment, work as a team and participate effectively towards Unit goals, work independently and show initiative in process improvement, and follow verbal and/or written instructions.

Special Requirements:

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| <input type="checkbox"/> Conflict of Interest Filer (Form 700) | <input type="checkbox"/> California Driver's License |
| <input type="checkbox"/> Medical Clearance | <input type="checkbox"/> Travel Required over 10% - Employer Pull Notice (EPN) Required |
| <input type="checkbox"/> License / Certificate Required | <input type="checkbox"/> Field Work: ____ % |
| <input type="checkbox"/> Bilingual: Pass a State written and/or verbal proficiency exam in _____ | <input type="checkbox"/> Other (Specify): _____ |
| <input checked="" type="checkbox"/> Telework (TW) Eligible: The amount of telework is at the discretion of the CDFA. It is based on the current TW policy and is subject to change. | |

Essential Functions:	
40%	<p>Invoice Processing Activities In learning capacity, perform accounting duties related to Accounts Payable Unit which include but are not limited to the following:</p> <ul style="list-style-type: none"> • Audit department invoices for accuracy and process invoices related to services, contracts, grants, and purchase orders (e.g., interagency agreements, consultant contracts, government contracts, etc.) in compliance with State Administrative Manual (SAM) policy and procedures. • Adhere to scheduled time frames for supplier invoice payments. • Research and apply accounting rules and regulations in accordance with state guidelines: Department of Finance, Department of General Services, Government Code, SAM, Financial Information System for California (FI\$Cal), and State Controller’s Office (SCO) policy and procedures. • Establish payment logs in the share drive and/or Excel for tracking invoice payments posted to the FI\$Cal system. • Update and track payments in Accounts Payable Invoice Tracking (APIT) system. • Prepare and assemble manual Claim Schedules or FI\$Cal vouchers for supplier payments to SCO according to SAM. • Provide documentation to support various internal or external audit requirements. • Verify services and goods have been performed and received according to the terms of the agency agreement. • Research to verify lack of payments on outstanding agreements by using the FI\$Cal system.
30%	<p>Analytical Activities</p> <ul style="list-style-type: none"> • Verify the integrity of FI\$Cal data and interpret the results of financial transactions in FI\$Cal. Make corrections, as needed. • Review encumbrance source documents to the FI\$Cal Encumbrance Report for accurate accounting records, according to accounting principles and policies. • Request encumbrance adjustments and/or liquidations in the FI\$Cal system based on analysis and/or Program requests.
25%	<p>Research and Miscellaneous Activities</p> <ul style="list-style-type: none"> • Research abatements that are submitted by Accounts Receivable (i.e. abatement, reimbursement, revenue). Abatement forms are to be completed and supporting documentation needs to be filed. • Respond to suppliers and departmental staff on account inquiries daily. • Contact departmental staff to resolve accounting problems or obtain needed information. • Dispute invoices due to improper billing or the receipt of unacceptable services performed according to SAM 8400 policy. • Research and complete the weekly production data used for workload analysis. • Support management in the year-end process for specific activities required to meet the year-end financial reporting due dates. • Update and review post audit files. • Review Office of Revolving Fund (ORF) warrants for accuracy and disburse accordingly. • Serve as an Approver 1 on FI\$Cal Department’s Purchase Order (PO). • Email all agreements and amendments to the Claim Audits unit at the State Controller’s Office.

Non-Essential Marginal Functions:		
5%	Other related duties as assigned.	
<p>Work Environment and Equipment Used: The incumbent works in an office setting with workstations that are in close proximity to other FSB staff. The station is equipped with modular furniture, a phone, and a computer with various desktop programs. A printer is located outside of the immediate workstation area. The workstation is also equipped with an adjustable roller chair, file drawer cabinets, and a desktop of standard height. The office is equipped with three photocopying machines and a fax machine. Files with shelves are located throughout the office. The maximum height of the files is approximately six feet.</p> <p>Regular or recurring telework may occur as part of the incumbent's ongoing regular schedule in accordance with CDFA's Telework Policy. Specific telework schedules may be discussed further during the interview process. Staff will be assigned either a mini desktop or a laptop computer with email and various software and a cell phone to conduct the required duties. Once teleworking is assigned, staff will be assigned equipment needed for telework (monitor(s), keyboard and mouse).</p>		
<p>Employee Certification</p> <p>This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.</p> <p>I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgement, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns about performing the assigned duties, I will discuss them with the hiring manager who will provide the required information for the Office of Civil Rights.</p> <p>I have read the duty statement and discussed the duties with my supervisor.</p>		
Employee Name (Print)	Signature	Date
<p>Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.</p>		
Supervisor Name (Print)	Signature	Date

CC: Employee
 Official Personnel File
 Supervisor's Drop File