

☐ Current ☒ Proposed

Classification Title Accounting Technician	Division/Unit Administrative Services Division/Accounting
Working Title Accounting Technician	HQ Designation CalHR Sacramento
Position Number 363-100-1741-001	Date Prepared 07/17/2026
Name Vacant	Effective Date

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under the close supervision of the Accounting Administrator II, the Accounting Technician is responsible for providing technical accounting support for the department's accounts payable and general accounting functions. Responsibilities include processing invoices and payments, maintaining accounting records and files, researching and resolving payment discrepancies, tracking contracts and purchase orders, providing accounting customer service, processing incoming accounting mail, and supporting departmental financial operations in accordance with State policies, the State Administrative Manual (SAM), and Financial Information System for California (FI\$Cal) procedures. Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

Percentage	(O) / (V)	Essential Job Duties
60%	OV	Accounts Payable: Maintain detailed records and files for all account payables functions. Process invoices for payment including monthly facility leases, purchase orders, taxi, overnight mail service, telephone, cellular phone, and cable service in accordance with the State Administrative Manual and FI\$Cal Procedures Manual. Verify coding on each invoice to ensure appropriate unit/division program

		codes, index, and object code is referenced. Prepare claim payment through the FI\$Cal system. for submission to SCO. Post payment information to internal purchase order tracking file. Research and resolve invoice discrepancies with program staff, vendors, and other State agencies. Maintain records and files for all department accounting contract files. Prepare contract files and payment spreadsheets in Excel for tracking payments, encumbrances, and adjustments. Process all interagency and service contract invoices for payment in accordance with the State Administrative Manual and FI\$Cal Procedures Manual. Verify coding on each invoice to ensure appropriate unit/division program codes, index, and object code is referenced. Post payment information to internal contract tracking file. Research and resolve invoice discrepancies with program staff, contractors, and other state agencies.
30%	O	Accounting Support: Process incoming daily mail. Date stamp, copy, log and distribute to proper unit. Track the incoming payments by type through excel tracking log. Provide counter service for distribution of travel checks, payroll warrants, miscellaneous office revolving fund checks, and monthly Regional Transit Connect Card invoices. Open, date stamp, and distribute daily mail to appropriate accounting and budget staff.
Percentage	(O) / (V)	Marginal Job Duties
10%	OV	General Accounting: Process office revolving fund and general cash checks including keying into FI\$Cal, printing checks, and typing disbursement vouchers. Enter check information into check log set up in Excel and notify staff authorized the checks are ready for pick-up. Ensure checks are secured in the safe and authorized staff sign the log book for each check they are picking up. Review invoice payments and determine if late payment penalties are due in accordance with the Prompt Payment Act. Calculate late payment penalties using Penalty Calculation (STD. 208) form, code, and input into FI\$Cal for payment by SCO.

Supervision Received

The Associate Accounting Analyst reports directly to and receives the majority of assignments from the Accounting Administrator II; however, direction and assignments may also come from the Accounting Administrator I-Specialist and the Fiscal Officer (Manager II).

Supervision Exercised

None, but may serve as a lead for Accountant Trainees.

Special Requirements/Desirable Qualifications

Knowledge of FI\$Cal and Microsoft Office applications, especially Excel; accounting principles and procedures and governmental accounting and budgeting; principles of electronic data processing; statistical methods; principles of finance; business law; and principles of business management.

Ability to apply accounting principles and practices; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, comprehensive, and concise reports; apply principles of finance and develop financial policy; apply statistical methods; analyze a variety of accounting data; identify trends, make projections, and draw conclusions; establish and maintain cooperative relationships with those contacted in the work.

CalHR employees are expected to model and support CalHR Core Values.

Working Conditions

The duties of this position are performed indoors at the 1515 "S" Street building. The employees' workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR's Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Name	Date