

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM CALIFORNIA MEN'S COLONY		POSITION NUMBER (Agency-Unit-Class-Serial) 056-800-4179-001		MCR / HCR 1	
DIVISION / UNIT BUSINESS SERVICES/ACCOUNTING		CLASSIFICATION TITLE ACCOUNTANT TRAINEE			
		WORKING DAYS/HOURS: Monday through Friday 8:00-4:00 (Position may require incumbent to work flexible hours and/or overtime).			
		TIME BASE / TENURE	CBID	WWG	COI
			R01	2	Yes ☐ No ☒
LOCATION HIGHWAY 1 NORTH, SAN LUIS OBISPO, CA 93409		INCUMBENT		EFFECTIVE DATE 07/23/2026	
CDCR'S MISSION and VISION					
Mission We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT TO CALIFORNIA MODEL and DIVERSITY, EQUITY, and INCLUSION					
California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.					
DIVISION OVERVIEW					
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS					
Duties include the ability to review information and process data, according to the applicable rules and procedures of the Trust/Support functions of the Accounting Office. The ability to accurately record, receipt, track, and log paperwork, forms and other information is essential. Additional duties and functions may be assigned as needed. The Accountant Trainee shall attain knowledge of all Support and Trust functions of the Accounting Office.					
GENERAL STATEMENT					
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS					
Under the direct Supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee shall attain a strong knowledge of practices, policies and procedures of the Accounting Office.					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.				
40%	Assist Trust/Support Staff, incarcerated persons, vendor, the public, and various agencies with question and support as needed. Verify bank deposits, and remit CalATERS and Overtime Meal Compensation, Stop Payments and receipting in money orders and checks. Will be required to assist in Trust functions as necessary to include but not limited to incarcerated person pay, group sales, answering incarcerated person requests, date entry, receive and process a number of requests for withdrawals, Special Purchases or Service (form GA-22) and any other function as needed. Assist in training new staff. Reconcile daily cash receipts, cash disbursements, and transfers of monies due to Incarcerated person Welfare Fund and due to Cash State.				

30%	Intake and process of correspondence from mailroom, conduct intake from the mailroom on all incoming checks and money orders. Act as a backup for Accounting Officer (Specialist-Support) functions in their absence or other staff as needed. Will be cross trained to meet the needs of the Accounting Office. Responsible for the parole debit card issuance, responsible to reconcile debit card stock on a daily basis and have reconciliation sheet verified on a daily basis. Maintain and update paroling incarcerated person trust accounts. Update and maintain correspondence with Receiving and Release, Records, Accounting Services Branch, and Parole Agents as necessary.
15%	Under the supervision of the Senior Accounting Officer Supervisor the Accountant Trainee may be required to set up and maintain accounting records and may have some budgetary and/or business management control; exercises central fiscal control activities; prepares, reviews and analyzes all types of accounts and records of financial transactions; and other related work. May be asked to work on special projects with Supervisor. Attend required IST and on-the-job training. And will be called on to perform other duties as required.
10%	Provide quality customer service and convey accurate information in the processing and distribution of employee payroll and timesheets.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all prison incarcerated persons, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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