

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT - General

☐ PROPOSED☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Fiscal Services – Accounting Services Branch		POSITION NUMBER (Agency-Unit-Class-Serial) 065-516-4179-823		MCR / HCR	
DIVISION / UNIT Division of Administrative Services, Office of Fiscal Services, Accounting Services Branch (ASB) – Bakersfield		CLASSIFICATION TITLE Accountant Trainee			
		WORKING TITLE Accountant Trainee			
		TIME BASE / TENURE Full Time	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION Bakersfield, CA 93311		INCUMBENT		EFFECTIVE DATE	
CDCR'S MISSION and VISION					
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.					
COMMITMENT STATEMENT					
California Department of Corrections and Rehabilitation (CDCR) and the 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					
You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to treat others fairly, honestly and with respect are critical to the success of the Department's mission.					
GENERAL STATEMENT					
Effective on the date indicated, in accordance with state and departmental policies and procedures, and under direction from the Accounting Administrator I (Supervisor), the Accountant Trainee is assigned the following duties and responsibilities described below. This position has no supervisory responsibility.					

% 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.
25%	Under close supervision from an Accounting Administrator I-Supervisor, performs accounts payable functions for high-volume and complex vendors/issues including reviewing purchase documents against invoices and goods received reports. Process and reconcile claims for various accounts including Escheat, and Special Deposit Fund. Prepare sales tax and penalty reports. Answers questions and requests from SCO claims auditors regarding schedules. Responsible for correcting the AP related errors. Reviews, and verifies claim schedules before forwarding to the State Controller's Office (SCO) for payment. Prepares transaction requests. Monitor the claim tables to ensure that all claims are processed timely and see that the warrant information is updated.
25%	Receives, reviews, and processes requests for Incarcerated Persons release allowances via debit cards or checks. Maintains debit card logs, verifies debit card transmittals, and reconciles assigned CDCR 102 release statements to debit card vendor invoices. Receives and reviews vendor invoices for claim schedules and processes pertaining to check printing requests for Incarcerated Persons releases, Exonerated Persons, and Travel Advances to be mailed out or picked up at ASB. Validates invoices using the Vendor Invoice Management (VIM) system.
20%	Identifies routine accounting issues and consults with Accounting Administrator I regarding complex accounting issues prior to submission to ASB management. Assists ASB staff with the resolution of Institution issues. May assist with on-the-job training of ASB staff. Provides technical support to ASB staff and assists with the resolution of less complex Institution issues. Analyzes and interprets financial reports to Institution management. Assists with budget analysis and fiscal year-end financial statements.
10%	Researches and resolves issues identified by Institution and ASB staff and as directed by supervisor and management. Prepares required correspondence. Assists in the preparation of various periodic financial and management reports and with year-end accrual transactions. Performs special projects including collecting and organizing information requested by stakeholders and headquarters as needed
10%	Assists ASB and Institution staff in interpreting, accomplishing, and maintaining internal control procedures. Participates in off-site Spot Audits. Prepares related reports. Follows-up with Institution management to ensure appropriate corrective action is implemented.
5%	Prepares reports, year-end statements, year-end adjusting and closing entries in SAP for the Bond Funds and ICRA. Communicates to resolve claim schedule and funding issues with SCO auditors. Analyzes complex accounting issues to draw sound conclusions, and suggests solutions or recommendations as needed.
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. Provides back-up coverage as directed within the unit and ASB.
SPECIAL PERSONAL CHARACTERISTICS	
• Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport. • Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement. • Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.	

Ability to build trust, improve communication, and assist with the transformation of correctional culture.		
SPECIAL REQUIREMENTS		
CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy, and all incarcerated people, visitors, non-employees, 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 timeline 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>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
<i>I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.</i> <i>I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE