

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) 065-523-4179-801		MCR / HCR	
DIVISION / UNIT Accounting Services Branch (ASB) – Rancho Cucamonga Accounts Receivable (Non-Payroll)		CLASSIFICATION TITLE Accountant Trainee			
		WORKING TITLE Accountant Trainee			
		TIME BASE / TENURE Full Time	CBID R01	WWG 2	COI Yes ☐ No ☒
LOCATION 9160 Cleveland Ave, Ste 101 Rancho Cucamonga, CA 91730		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.				

30%	Performs accounts receivable (AR) functions for routine billing types. Reviews, analyzes, and processes transactions for billables/invoicing items (reimbursements, abatements, revenue, etc.) Reviews agreements, orders and/or contracts related to services. Maintains and updates invoice payment logs. With other staff and supervisors, identifies, analyzes, resolves and relays accounting transaction issues to ASB management. Assists in the preparation of monthly billing projections. Reviews/verifies the invoice postings to ensure accuracy. Reconciles the invoice postings with the invoice logs. Researches, troubleshoots, and resolves routine discrepancies. Works with staff in the same unit to act as a liaison between ASB, the programs/institutions and customers. Maintains accounts and records, and classifies invoices in accordance to the Uniform Codes Manual and department guidelines. Corresponds with impacted programs/institutions for accurate and timely posting of transactions to minimize invoicing lags. Assists in correcting errors.
20%	Reviews SAP reports periodically for invalid entries, invalid accounts, and abnormal balances. Monitors various SAP reports for open/outstanding items, including the AR aging report. Prepares the initial and follow-up correspondences with affected parties about adjustments and corrections needed. Assists in the preparation of reports, year-end adjusting entries (accruals), and closing entries in SAP for AR accounts.
20%	Reviews SAP reports periodically for invalid entries, invalid accounts, and abnormal balances. Monitors various SAP reports for open/outstanding items, including the AR aging report. Prepares the initial and follow-up correspondences with affected parties about adjustments and corrections needed. Assists in the preparation of reports, year-end adjusting entries (accruals), and closing entries in SAP for AR accounts.
15%	Works with lead staff to review customer and vendor accounts for accuracy; learns to run and analyze reports. Provides assistance to program/institution staff regarding the interpretation of financial reports. Assists in identifying and relays complex issues to lead staff or supervisors. As needed, help other unit staff process invoices to ensure timely posting. Assists in the administration of established policies and procedures. Assists in the preparation of periodic financial and management reports. Researches discrepancies and follows-up about pending items. Processes, reconciles, and/or reports special accounts/funds – such as Inmate-Ward Labor (IWL) projects, recycling, grants, State-owned housing fringe benefit, dishonored checks, Advance Collections, Special Deposit Fund, Interagency Offset Program, ACH wire transfers, and Federal Trust Fund (FTF) cash remittance postings.
10%	Works on special projects and assignments including performing research and analysis when needed. Involved in Trust and Debit Card reviews/audits. Recognizes and follows proper internal controls and separation of duties within the office to ensure the safety and integrity of the Department's assets. Participates in training which occasionally includes out-of-town and overnight travel up to one week duration per occurrence. Provides back-up coverage as directed within the unit.
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 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, 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 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 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

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

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% 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.				

30%	Performs cashiering functions for various customers and vendors associated with routine receipt types. Verifies written receipts and accompanying deposits made at the institutions. Codes and inputs incoming monies including Franchise Tax Board Collections and SCO redeposits (returns of warrants) to the accounting system (referred to as SAP). Applies payments to accounts receivables. Processes credit memo inquiries for refunds received, refunds of monies to be returned to senders, and balance dues to employees. Reviews/verifies the receipt postings to ensure accuracy. Reconciles the receipt postings with the deposits. Researches, troubleshoots, and resolves routine cashiering-related items. Works with staff in the same unit to act as a liaison between ASB, the programs/institutions and customers. Maintains accounts and records, and classifies receipts in accordance to the Uniform Codes Manual and department guidelines. Corresponds with impacted programs/institutions for accurate and timely posting of transactions to minimize reconciling items. Assists in correcting cashiering-related errors. Assists in preparing SCO transaction requests.
20%	Performs regular account reconciliations by verifying source documents and reviewing related receipt reports in SAP. Monitors the Uncleared Collections Account. Initiates inquiries and follows-up with institution/programs regarding the status of monies in Uncleared Collections. Scans and attaches the deposits and supporting documents into SAP. Reviews and posts FI\$Cal Report of Deposits for ASB and institutions/programs to SAP. As needed, follows-up with institutions regarding their deposits. Returns signed transmittal logs to various ASB offices and institutions/programs. Processes dishonored check buybacks and expenditure moves related to State-run snack bars and employee services receipts. Posts collected sales taxes.
20%	Works with lead staff to review customer and vendor accounts for accuracy; learns to run and analyze reports. Provides assistance to program/institution staff regarding the interpretation of financial reports. Assists in identifying and relays complex issues to lead staff or supervisors. As needed, help other unit staff process receipts to ensure timely posting. Assists in the administration of established policies and procedures. Assists in the preparation of periodic financial and management reports. Researches discrepancies and follows-up about pending items.
15%	Reviews SAP reports periodically for invalid entries, invalid accounts and abnormal balances. Monitors various SAP reports for open/outstanding items, including the AP aging report for outstanding credit memos. Prepares the initial and follow-up correspondences with affected parties about adjustments and corrections needed. Reports Live Scan receipts to the program. Participates in the determination and posting of year-end adjusting and closing entries in SAP.
10%	Works on special projects and assignments including performing research and analysis when needed. Involved in Trust and Debit Card reviews/audits. Recognizes and follows proper internal controls and separation of duties within the office to ensure the safety and integrity of the Department's assets. Participates in training which occasionally includes out-of-town and overnight travel up to one week duration per occurrence.
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