

Employee Name:

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS - NAPA**

JOB CLASSIFICATION: ACCOUNTANT TRAINEE

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

Under close supervision, the Accountant Trainee will perform entry-level professional accounting work in the establishment and maintenance of accounts and records for specialized agency activities, departmental systems, and for central fiscal control activities; maintenance of a segment of an accounting function for a State department (e.g., accounts receivable, accounts payable, cash disbursements); and, to do other related work.

30% Assigned to either the Accounting or the Trust Office in the Financial Services Department, duties include: post, maintain, reconcile journal and ledger entries, trial balances, audits, claims and performs preliminary reconciliations, and adjustments of financial records and reports; request transfer of funds; approve transfer of monies; gathers data for a variant of financial reports requiring the applications of accounting principles and judgment; compiles the less difficult financial reports; complies and analyzes workload and other budget data; reviews deposit receipts; prepares remittance and remittance advise to the State Controller's Office; maintains follow-up and collection of dishonored checks; prepares and /or reviews invoices for contracts, interagency agreements, and billing by the department; issues invoices to departmental employees for overpayment or misuse of departmental equipment or resources; process accounts receivable and prepare collection letters; process vendor/contractor payments; performs check writing and record entry; participates in payroll distribution. Monitors projects to prohibit overspending;

30% Assists in maintaining departmental office procedure manual; reviews daily error file for corrections; reviews document files to verify balances and oversees correction adjustments as needed. Complies with separation of duty requirements; takes initiative to communicate with supervisors and co-workers to ensure smooth flow of work, proper documentation when needed and follow through on problem resolution. Develops and maintains effective working relationships with employees, control agencies and other State and Federal agencies. Assists in the transferring of manual records to computer and monitor information submitted to the computer

25% Set up and maintain files and reports; answer, as well as generate telephone calls and prepares correspondence. Assists staff and/or

patients with inquiries about Trust Account balances, disbursements, and deposits. Responds to phone inquiries from staff, patients and outside sources; contacts other departments, federal and state

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agencies regarding deposit/payment information.

10% Acts as a lead person to assist employees with any questions regarding areas of responsibility. Assist in instruction on all changes in rules, regulations, etc., which effects hospital/office procedures. Assist the Accounting Officer(Supervisor) in coordinating various functions of the Trust Office and the Accounting Office.

5% Perform special duties and rotation coverage for Accountant Trainee positions assigned to both Accounting and Trust Offices during vacations/absences and as needed for special assignments.

0% **SITE SPECIFIC DUTIES**
None.

0% **TECHNICAL PROFICIENCY**
None.

2. SUPERVISION RECEIVED

☐ **Accounting** - The Accountant Trainee performs under the close supervision of the Accounting Officer (Supervisor) and the Accounting Administrator I (Supervisor).

☐ **Trust** - The Accountant Trainee performs under the close supervision of the Accounting Officer (Supervisor) and the Supervisor I (*Trust Officer*).

3. SUPERVISION EXERCISED

The Accountant Trainee does not exercise supervision, but may have lead responsibilities.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and practices of financial record keeping; basic principles of accounting; office methods, procedures, and equipment; governmental accounting principles and procedures.

ABILITY TO:

Apply rules and regulations to specific cases; operate common office appliances used in financial record-keeping work; analyze and draw logical conclusions; and, dictate correspondence.

5. REQUIRED COMPETENCIES

SAFETY

Actively supports a safe and hazard free workplace through practice of personal

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safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

None.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

None.

6. LICENSE OR CERTIFICATION - NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- report to work on time and follow procedures for reporting absences;
- maintain a professional appearance;
- appropriately maintain cooperative, professional, and effective interactions with employees, patients, and the public; and,
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

_____ Employee Signature	_____ Print Name	_____ Date
_____ Supervisor Signature	_____ Print Name	_____ Date
_____ Reviewing Supervisor Signature	_____ Print Name	_____ Date