



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 4179 Accountant Trainee
Branch: Financial Services Branch	Working Title: Accountant Trainee
Unit: Accounting Office	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 022-4179-326	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 08/21/2026

Direction Statement and General Description of Duties: Under the close supervision of the Accounting Administrator I (Supervisor) of the Revolving Fund Unit, the Accountant Trainee's duties include but are not limited to the following:	
Percentage and Essential/Marginal Functions:	
45%	(E) Audit travel expense claims according to California Department of Human Resources (CalHR) regulations, departmental policies, the State Administrative Manual, and California Victim Compensation and Government Claims Board, and collective bargaining agreements. Process, assemble, and forward replenishment claim schedules to the State



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	Controller's Office (SCO) for the reimbursement of the Revolving Fund Account.
40%	(E) Ensure expenditures are posted to the appropriate expenditure accounts and appropriations. Prepares the monthly STD 676P for SCO for taxable reporting on Travel Expense Claim reimbursements. Reconcile records in Oracle Administrative Financial System (AFS) to the revolving fund cash card and to Fi\$Cal's records for the 047-bank account.
10%	(E) Assists with the accountability of change funds, relocation advances, confidential funds, and permanent purchase funds. Assist with the year-end accrual process.
5%	(M) Perform other job-related duties as required.

Supervision Received: The Accountant Trainee receives general supervision from the Accounting Administrator I, Accounting Administrator II, Accounting Administrator III, and Financial Services Branch Chief.

Supervision Exercised and Staff Numbers: This position does not supervise any staff.

Physical Requirements:

Special Requirements: Knowledge in the State travel rules, laws, regulations and procedures. Exercise tact in daily contact with all levels of staff and the public. Perform Completed Staff Work.

Personal Contacts: The Accountant Trainee will have contact with the Accounting Administrator I, the Accounting Administrator II, the Accounting Administrator III, the Branch Chief, other Divisions, DMV employees, control agencies, field offices, and vendors while performing his/her duties. These contacts will be in person, by email, and by telephone.



DEPARTMENT OF MOTOR VEHICLES
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022-4179-326

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE



POSITION DUTY STATEMENT

Division: Administrative Services Division	Classification Title: 4546 Accounting Officer (Specialist)
Branch: Financial Services Branch	Working Title: Accounting Officer Specialist
Unit: Accounting Office	Tenure/Timebase: Permanent Fulltime
Position City: Sacramento	Position County: Sacramento County
Position Number: 022-4546-326	CBID/Bargaining Unit: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	Bilingual Language: Unknown
Sensitive Position: No	DMV Employee Pull Notice: No
Fingerprint/Live Scan: Yes	Professional License: No
Work Week Group: 2	Date Approved: 08/24/2026

Direction Statement and General Description of Duties: Under general supervision of the Accounting Administrator I (Supervisor) of the Revolving Fund Unit, the Accounting Officer, Specialist's duties include but are not limited to the following:	
Percentage and Essential/Marginal Functions:	
35%	(E) Serve as a liaison between employees, the Accounting Office, control agencies, and travel partners. Audit travel expense claims according to California Department of Human Resources (CalHR) regulations, departmental policies, the State Administrative Manual



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	(SAM), California Victim Compensation and Government Claims Board rules, and collective bargaining agreements. Ensure expenditures post to the appropriate expenditure accounts and appropriations. Research, process, assemble, and forward replenishment claim schedules to the State Controller's Office (SCO) for the reimbursement of the Revolving Fund account.
35%	(E) Prepares the monthly STD 676P for SCO for taxable reporting on Travel Expense Claim reimbursements. Identify, research, and request adjustments and provide follow up as necessary. Reconcile records in Oracle Administrative Financial System (AFS) to the revolving fund cash card and to Fi\$Cal's records for the 047-bank account. Provide analytical and technical input in the development of new processes and procedures.
15%	(E) Assists with the accountability of change funds, relocation advances, confidential funds, and permanent purchase fund. Research and resolve complex payment and reporting discrepancies. Prepare special studies and reports for management.
10%	(E) Review, research, and assist with the year-end accrual process and the preparation of the financial statements. Train staff and document procedures.
5%	(M) Perform other job-related duties as required.

Supervision Received: The Accounting Officer, Specialist receives general supervision from the Accounting Administrator I, Accounting Administrator II, Accounting Administrator III, and Financial Services Branch Chief.

Supervision Exercised and Staff Numbers: This position does not supervise any staff.

Physical Requirements: May be required to lift up to 25 pounds.



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Special Requirements: Knowledge in the State travel rules, laws, regulations and procedures.
Exercise tact in daily contact with all levels of staff and the public.
Perform Completed Staff Work.

Personal Contacts: The Accounting Officer, Specialist will have contact with the Accounting Administrator I, the Accounting Administrator II, the Accounting Administrator III, the Branch Chief, other Divisions, DMV employees, control agencies, field offices, and vendors while performing his/her duties. These contacts will be in person, by email, and by telephone.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

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MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE