

DUTY STATEMENT



☒ **CURRENT**

☐ **PROPOSED**

CIVIL SERVICE CLASSIFICATION Accountant Trainee		WORKING TITLE Accountant Trainee		
PROGRAM NAME Office of Fiscal Services			UNIT NAME Travel Services	
ASSIGNED SPECIFIC LOCATION 1416 9th Street 12th Floor Sacramento, CA 95814			POSITION NUMBER 400 – 106-4179-082	
BARGAINING UNIT R01	WORK WEEK GROUP 2	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER No	BACKGROUND CHECK No

General Statement

Under close supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee will perform professional accounting work, as a learner, in the establishment and maintenance of accounts and records in the California Automated Travel Expense Reimbursement System (CalATERS) while receiving training in the Travel Service Unit (TSU). Duties include, but are not limited to, the following:

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
40%	Audits, reviews, and processes CalATERS Global Travel Expense Reimbursement Claims in conformity with the California Department of Human Resources (CalHR) rules and regulations and the State Administrative Manual (SAM) pertaining to travel reimbursements submitted within the department. Reviews to determine the rules and regulations needed to resolve items claimed for reimbursements. Communicates with claimants for clarification or acquires additional documentation if needed and returns claims in the CalATERS system that did not meet CalHR and SAM requirements. Approves Travel Expense Claims after verifying supporting documentation for content and completeness.
40%	Monitors and responds to CalATERS Global hotline and email inbox inquiries to ensure claims are processed in a timely manner. Provides customer service to Department of Industrial Relations (DIR) employees with CalATERS questions who are new to CalATERS and all DIR Employees who require assistance when completing and submitting travel reimbursement claims and filing completed forms. Coordinates with the Statewide Travel Program staff in matters related to any Concur and CalTravelStore issues to assist in resolution. Coordinates with the Office Revolving Fund (ORF) unit in the issuance of the travel advance check. Researches and collects outstanding travel advances. Assists in the reconciliation of automated accounting transactions in the Financial Information System for California (FI\$Cal) by entering Journal Correction entries.
15%	Prepares the processing of the excess lodging rate requests (STD 255C) submitted by DIR employees prior to travel and after receipts from the authorized Agency/Department approver or Chief of Accounting. Requests advance approval from CalHR for requisitions exceeding the State allowance and maintains related

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	forms and/or reports for DIR employees for tracking and record retention. Assists with the travel related year-end accruals. Reviews the Report G Fiscal Year-End Accrual Detail in CalATERS for Year-End Accrual Entry. Reviews CalATERS Global to ORF Reconciliation Reports to assist and correct year-end reconciling items in FISCAL.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other job-related duties as required by the TSU Senior Accounting Officer (Supervisor).

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to maintain acceptable, consistent and regular attendance at such level as is determined at the Department's sole discretion; communicates effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develops and maintains knowledge and skills related to specific tasks, methodologies, materials, tools and equipment; completes assignments in a timely and efficient manner; and adhere to departmental policies and procedures regarding attendance, leave and conduct. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

Supervision Received

This position is under the direct supervision of the Senior Accounting Officer (Supervisor) and may receive assignments from the Accounting Administrator I, II, or III.

Supervision Exercised

This position does not supervise other employees.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works a cubicle in close proximity to others, in an air-conditioned office building under artificial lighting. Telework is available as approved by the department.

Special Requirements/Other Information

All DIR employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter during work hours, work-related activities, and anytime they represent the Department. Additionally, all DIR employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

Physical Abilities

The incumbent will work 40 hours per week, Monday through Friday. The position requires the ability to work at a computer for extended periods of time. The incumbent will be required to use office equipment including, but not limited to a personal computer, telephone, and multi-function copy machine. Some travel may be required to attend meetings and training.

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Additional Requirements/Expectations

N/A

Personal Contacts

The incumbent will have contact with the unit managers within Accounting, other Divisions, the Budget Office, DIR employees, CalHR, control agencies, field offices and vendors while performing duties. These contacts will be in person, by email, and telephone.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

S.S.

C&S Analyst Initials

8.25.26

Approval Date