CalPERS

Duty Statement

Classification: **Accounting Officer, Specialist**

Position Number: **275-210-4546-726**

HCM#: **5450**

Branch/Section: **Financial Office / Financial Reporting & Accounting Services Division**, **Travel Unit**

Location: **Sacramento, CA**

Working Title: **Travel Accountant**

Effective Date: **August 11, 2026**

Collective Bargaining Identifier (CBID): **R01**

Supervision Exercised: ☐ **Yes** ☒ **No**

Telework: ☒ **Office-Centered** ☐ **Remote-Centered** ☐ **Not Eligible**

As a part of the CalPERS Financial Office (FINO), the Financial Reporting & Accounting Services Division (FRAS) provides control and direction for accounting activities of all funds and programs. The division coordinates the funding for the administration of all CalPERS' programs, publishes financial statements and provides support for management systems to assist CalPERS in improving operational efficiency and effectiveness.

Under the general supervision of the Financial Accountant II Supervisor, the Accounting Officer performs travel and relocation accounting, reimbursement analysis, and financial system support activities related to CalPERS' administrative funds. This position serves as a technical resource for the Travel Unit, ensures compliance with applicable policies and regulations, and supports process improvements and audit response efforts by performing the following duties:

Essential Functions

Regular and consistent attendance in the office at least three days a week for teamwork, in-person collaboration, personal interactions with members, stakeholders, and other team members, cross-functional communications within CalPERS. In-person collaboration is essential to promote and foster innovation, creativity, and complete engagement by the team. Coordinating work in person allows the teams to stay functional and aligned with the work of others. Being present in the office is essential to allow for immediate accessibility for discussions, questions, mentoring, or strategy sessions between team members**.**

35% Onsite[1] and virtually, audits relocation and travel expense claims (TECs) and other requests for reimbursement from CalPERS team members, Board Members, and disability retirement claimants for accuracy and completeness. Ensures claims are in accordance with the rules and policies set by the Bargaining Unit Memorandum of Understanding, Department of Human Resources, State Administrative Manual, State Controller's Office (SCO), Department of Finance, and California Code of Regulations. Processes all partnership paid TECs received from Investment Office team members. Processes the Independent Medical Examination TECs. Applies department and control agency policies to authorize payments from the Administrative Revolving Fund. Maintains database for incoming TECs, monitors the turnaround time in processing claims, and provides a monthly status report to leadership. Performs the claim scheduling process for submission of claims to the SCO to replenish the Administrative Revolving Fund account. Performs user acceptance testing on all Travel Request and Expense Claim System (TREK) enhancements and production releases.

30% Onsite and virtually, prepares, researches, and inputs the daily Administrative Revolving Fund and General Cash check requests in compliance with departmental and control agency policies. This includes Revolving Fund requests for Travel, Training, Employee Recognition, and Miscellaneous General Expense. Coordinates Payee Data Record requests and updates vendors in the PeopleSoft Financial System (PeopleSoft). Validates and schedules various invoices for payment in compliance with departmental and control agency policies. Applies accounting principles and departmental policies to ensure appropriate accounts, funds, and fiscal years are utilized to provide accurate and consistent financial reports. Administers Partnership, Employee, Interagency Agreement, and other miscellaneous Accounts Receivables (ARs) by preparing journal entries to establish receivables, creating invoices, preparing dunning letters, reviewing the AR aging report, processing adjustments, and recording wire transfer payments in PeopleSoft. Reviews and processes Employee Exit Clearances in accordance with the departmental and control agency policies and guidelines. Reviews, researches, and codes daily deposits to the correct fund and appropriation.

25% Onsite and virtually, analyzes, reconciles, and monitors Uncleared Collections, Outstanding Salary Advances, and Payroll ARs monthly. This includes preparing, reviewing, and analyzing financial reports and statements; researching accounting data and records; and taking appropriate action to rectify any reconciling items. Prepares and sends appropriate collection notifications to team members with outstanding ARs. Communicates and coordinates with Human Resources Division (HRSD) to ensure accurate collection of outstanding Salary Advances and Payroll ARs. Prepares necessary documents for submission of uncollected ARs to Franchise Tax Board for offset of income tax returns. Provides aged and delinquent AR reports to leadership. Works with other divisional and fiscal team members to establish and maintain AR types in PeopleSoft.

Onsite and virtually, processes and distributes monthly payroll warrants to CalPERS team members. Coordinates with HRSD on payroll exceptions, releases, salary advances, and deductions. Releases all payroll garnishments to payees identified on the CD-155 by the SCO. Returns payroll warrants to SCO per release instructions from HRSD.

10% Onsite and virtually, performs research and provides supporting documentation to the Accounting Services Section as assigned. Advises divisions, vendors, and budget team members on technical issues related to expenditures, abatements, and reimbursements. Assists with the year-end accrual process. Answers internal or external audit inquiries and follow up questions as necessary. Provides training and back-up to the team members within the Accounting Services Section as needed. Performs other duties as assigned and appropriate for this classification.

Working Conditions

- [1] This position is designated as office-centered and works primarily onsite at the Sacramento, CA Headquarters at least three weekdays.
- Must be able to work in a low wall, cubicle environment with bright natural and fluorescent light.

Conduct, Attendance and Performance Expectations

- Ability to maintain consistent attendance.
- Ability to demonstrate punctuality, initiative, and dependability.

- Ability to model and support CalPERS Core Values (Integrity, Accountability, Respect, Openness, Quality and Balance).
- Ability to model CalPERS Competencies and demonstrate proficiency in; Collaboration, Leading People, Leading Change, Driving Results, Business Acumen, Communication, and Leading Self.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

Employee Name (Print):

Employee Signature:___________________________________ **Date**:

I certify that the above accurately represent the duties of the position.

Supervisor Signature:__________________________________ **Date**: