JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accounting Officer (Specialist)	**0256-4546-008**	**50001157**	**I**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
		Fiscal Services/GAB/Accounts Payables

COLLECTIVE BARGAINING IDENTIFIER

☐ Management Related BU:	☐ Supervisory Related BU:	☐ Confidential Related BU:	☑ Rank and File BU:
			R01

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Kelli Lyons**	**Accounting Administrator I (Supervisor)**

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	**9/02/2026**

Percent of Time	*Activity*
	POSITION SUMMARY **Under general supervision of the Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) in the Accounts Payable Section is responsible for payment processing functions and data analysis of assigned vendors.**
	ESSENTIAL FUNCTIONS **Understand generally accepted accounting principles. Interpret and adhere to policies and procedures. Ensure all payment processing functions are in compliance with the State Controller's Office (SCO), State Treasurer's Office (STO) and Department of General Services (DGS) laws and rules. Utilize State Administrative Manual (SAM), California Prompt Payment Act, Victim's Compensation and Government Claims Board (VCGCB) guidelines, Management Memos, Government Code and Department's Administrative Manual (DAM) to process vendor payments in a timely manner.**
	The specific duties are as follows:
40%	**Perform complex accounting duties utilizing the SAP accounting system to process for payment of vendor invoices, small business and discount invoices as a priority, the Department's Cal-Card program, Cash In Advance (CIA) requests, the Visitors Reimbursement vouchers, and the Citibank Meeting Planner. Perform timely audit of vendor invoices by reviewing the invoice against the purchase order or audit; and process miscellaneous invoices and CIA requisitions within 3 days of receipt date. Dispute invoices within the allowable time period based on the receipt date. Originate accounting transactions which involves complex analysis and verification of various general ledger accounts, cost objects codes, and funds, to determine that all statutory and legal requirements have been met.**
20%	**Monitor complex general ledger accounting entries, purchase order balances and vendor payment history posted in SAP accounting system for any erroneous posting; recommend and implement appropriate corrective action. Record expenditures to replenish the reimbursement of the Office**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Kelli Lyons	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accounting Officer (Specialist)	0256-4546-008	50001157	I

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
		Fiscal Services/GAB/Accounts Payables

Percent of Time	*Activity*
	Revolving Fund (ORF) checks via the ZWARR process and reconcile the Vendor Advance general ledger account monthly following up on any outstanding ORF checks.
20%	**Develop employee, vendor, and client relationships in order to maintain effective working relationships by providing timely, accurate responses; service oriented offers of assistance and ensure that messages are transmitted to appropriate personnel quickly and accurately consistent with the Department's communication policy.**
10%	**Initiate all necessary research, develop sound alternatives for resolution in order to ultimately solve complex accounting problems by understanding and interpreting policies, goals and mission in accordance with laws and rules of the State and the Department. Work with General Ledger staff to correct posting errors. This requires initiative, perseverance, and complex analysis of source documents, accounting transactions and internal funding history to ensure complete and accurate corrections.**
5%	**Responsible for special projects as assigned by the Accounting Administrator I, (Supervisor), including, but not limited to, complex vendor payment research and accounting transaction problems. Prepare documentation to amend manuals, run reports and update desk procedures on-line or Intranet and SAP Patch testing.**
5%	**Assist in Fiscal-year end unit procedures as directed by the supervisor.**
	KNOWLEDGE, SKILLS, AND ABILITIES
	Strong customer service skills, work independently and cooperatively with internal and external customers; exercise good judgment and maintain consistent, predictable, and regular attendance. Apply organizational skills in order to prioritize work assignments, possess good analytical and interpersonal skills, the ability to communicate orally and in writing with various department and field division staff. Knowledge of the SAP Vendor Master File, Logistics, Accounts Payable and Legacy system utilizing the SAP display roles and reports, computer software programs including, but not limited, to Microsoft Word and Excel. Knowledge and understanding of the Department's SAP functionality (Financial (FI), Controlling (CO) and Funds Management (FM) modules) including, but not limited to, contracts/accounts payable and how transactions posted affect the general ledger, funds assignment and the budget in order to maintain accurate accounting records related to the Department of Water Resources payable payment process. Proficient in using a 10 key calculator.
	The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.
	All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accountant Trainee	0256-4179-XXX	50001157	I

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant		Fiscal Services/Accounts Payable

COLLECTIVE BARGAINING IDENTIFIER

☐ Management Related BU:	☐ Supervisory Related BU:	☐ Confidential Related BU:	☑ Rank and File BU: R01

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	Kelli Lyons	Accounting Administrator I (Supervisor)

APPROVED BY (Personnel Analyst's Name)	DATE
Tammy Geer	9/02/2026

Percent of Time	*Activity*
	POSITION SUMMARY **Under close supervision of a Accounting Administrator I (Supervisor), in the Accounts Payable Unit, in a learning capacity, the Accountant Trainee is responsible for payment processing functions and data analysis of assigned vendors.** **ESSENTIAL FUNCTIONS** **Understand generally accepted accounting principles. Interpret and adhere to policies and procedures. Ensure all payment processing functions are in compliance with the State Controller's Office (SCO), State Treasurer's Office (STO) and Department of General Services (DGS) laws and rules. Utilize State Administrative Manual (SAM), California Prompt Payment Act, Victim's Compensation and Government Claims Board (VCGCB) guidelines, Management Memos, Government Code and Department's Administrative Manual (DAM) to process vendor payments in a timely manner.** **The specific essential duties are:**
40%	**Under the supervision of the Accounting Administrator I (Supervisor) and or Senior Accounting Officer(Lead), perform accounting duties utilizing the SAP accounting system to process for payment of vendor invoices, small business and discount invoices as a priority, the Department's Cal-Card program, and Cash In Advance (CIA) requests. Perform timely audit of vendor invoices by reviewing the invoice against the purchase order or required supporting payment authority. Dispute invoices within the allowable time period based on the receipt date. Originate accounting transactions which involves analysis and verification of various general ledger accounts, cost objects codes, and funds, to determine that all statutory and legal requirements have been met.**

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Kelli Lyons	➢	

EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.**

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
	➢	

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accountant Trainee	**0256-4179-XXX**	**50001157**	**I**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant		**Fiscal Services/Accounts Payable**

Percent of Time	*Activity*
20%	**Under the supervision of the Accounting Adminstrator I (Supervisor) and or Senior Accounting Officer (Lead), monitor general ledger accounting entries, purchase order balances and vendor payment history posted in SAP accounting system for any erroneous posting; recommend and implement appropriate corrective action. Record expenditures to replenish the reimbursement of the Office Revolving Fund (ORF) checks via the ZWARR process and reconcile the Vendor Advance general ledger account monthly following up on any outstanding ORF checks.**
20%	**Develop employee, vendor, and client relationships in order to maintain effective working relationships by providing timely, accurate responses; service oriented offers of assistance and ensure that messages are transmitted to appropriate personnel quickly and accurately consistent with the Department's communication policy.**
10%	**Under the supervision of the Accounting Administrator I (Supervisor) and or Senior Accounting Officer (Lead), initiate necessary research, develop sound alternatives for resolution in order to ultimately solve accounting problems by understanding and interpreting policies, goals and mission in accordance with laws and rules of the State and the Department.**
5%	**Responsible for special projects as assigned by the Accounting Administrator I, (Supervisor), including, but not limited to, complex vendor payment research and accounting transaction problems. Prepare documentation to amend manuals, run reports and update desk procedures on-line or Intranet and SAP Patch testing.**
5%	**Under the supervision of the Accounting Administrator I (Supervisor) and or Senior Accounting Officer (Lead), assist in Fiscal-year end unit procedures.**
	KNOWLEDGE, SKILLS AND ABILITIES
	Strong customer service skills, work independently and cooperatively with internal and external customers; exercise good judgment and maintain consistent, predictable, and regular attendance. Apply organizational skills in order to prioritize work assignments, possess good analytical and interpersonal skills, the ability to communicate orally and in writing with various department and field division staff. Knowledge of SAP, Accounts Payable and utilizing the SAP display roles and reports, computer software programs including, but not limited, to Microsoft Word and Excel. Knowledge and understanding of the Department's SAP functionality (Financial (FI), Controlling (CO) and Funds Management (FM) modules) including, but not limited to, contracts/accounts payable and how transactions posted affect the general ledger, funds assignment and the budget in order to maintain accurate accounting records related to the Department of Water Resources payable payment process. Proficient in using a 10 key calculator. **All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.** **The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.**