
Position Details**Classification:**
Accountant Trainee**Office:**
Financial**Working Title:**
Accountant Trainee**Location:**
Sacramento**Position Number:**
311-380-4179-901**HR Approval Date/Initials:**
09/03/2026 MP**CBID/Bargaining
Unit:** R01**Work Week
Group:** 2**Tenure:**
Permanent**Time Base:**
Full-time**Job Description Summary**

Under close supervision of the California High-Speed Rail Authority's (Authority) Accounting Administrator I (Supervisor), the Accountant Trainee performs the entry and trainee level duties in the professional accounting series and performs a variety of professional accounting work while receiving structured training. The incumbent ensures the safeguarding of assets and compliance with fiscal, and accounting policies applicable to the job in the Travel and Revolving Fund Section. All work is completed by utilizing the Financial Information System of California (FI\$Cal) State Administrative Manual (SAM), State Government Code (GC) and Statutes, Federal Railroad Administration (FRA), FI\$Cal job aids and desk procedures.

Duties

Percentage
Essential (E)/Marginal (M)

- | | |
|---------|---|
| 40% (E) | <ul style="list-style-type: none">• Monitors, reviews, and logs incoming employee Travel Expense Claims (TECs) in the TEC Power Query Log. Reviews Daily Performance Reporting related to TECs and travel advances to ensure accuracy and compliance.• Reconciles item statuses in the TEC Power Query Log by comparing the Daily Performance Reports against actual claim documents and updating records accordingly.• Assists with the Invoice Tracker Query Log by monitoring incoming emails and logging new invoices promptly. |
| 25% (E) | <ul style="list-style-type: none">• Assists in the replenishment of Office Revolving Fund (ORF) check requests. |

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- Downloads check images from the State Treasurer's Office cashed check system and prepares documentation for claim schedule submission to SCO.
 - Validate that all ORF claims are replenished accurately and timely.
 - Reviews FI\$Cal report to verify accurate and timely replenishment of expense advances.
- 20% (E)
- Maintains accurate records for work with accounting staff to verify monthly reconciliation of ORF funds is accurate and researches to resolve outstanding items in a timely manner.
 - Assists in year-end accruals and other various year end reports. Assists in compiling records for Public Records Act (PRA) requests and audit requests for lead or manager review.
 - Supports the Accounting Branch during high-volume periods by assisting with the processing of invoices, travel claims, and other essential tasks.
- 10% (E)
- Undergoes cross-training to assist with the processing of Purchasing credit card (P-Card) statements as needed.
 - Sends monthly approval emails to contract managers (CM) for P-Card purchases.
 - Assists in gathering and preparing documentation for claim schedule/voucher submission to SCO.
- 5% (M)
- Assists in drafting desk procedures related to Travel & Revolving Section functions as it pertains to updates based on system changes and improved business processes.
 - Occasionally travels locally to bank for deposits or to other state agencies as needed.
 - Other duties as required.

Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes ☐ No ☒	Conflict of Interest (COI) Yes ☐ No ☒	Bilingual Required Yes ☐ No ☒	Contract Manager Yes ☐ No ☒	Medical Required Yes ☐ No ☒
Type:		Language:		

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Other Special Requirements Information:

Knowledge and Abilities

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively.

Desirable Qualifications

- Ability to interpret state and federal guidelines on accounting principles and procedures referencing SAM, Uniform Codes Manual, California Department of Human Resources (CalHR), and Government Code guidelines related to state Accounting, internal control, and financial reporting.
- Possess strong analytical, verbal, and written communication skills.
- Working knowledge of FI\$Cal or similar accounting systems.
- Knowledgeable of the accounting processes.
- Knowledge of reconciliations.
- Knowledge of Accounts Payables.
- Knowledgeable of the Year-End process (accruals) and GAAP requirements and reporting requirements.
- Ability to handle multiple tasks and competing deadlines.
- Proficient with computer software applications including Microsoft Excel, Word, and Access.
- Ability to analyze data and draw sound conclusions and adopt an effective course of action.
- Experience writing procedures.

Supervision Exercised Over Others

This position does not supervise other employees.

Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees

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must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: A set schedule of Monday-Friday, 8:00 am-4:30 pm is required for this position.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: This position occasionally may travel locally to the bank for deposits or to other state agencies as needed.
- d. Other: Incumbent will be required go to the office if needed when working from home on a short notice.

Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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