

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12, & 14

EMPLOYEE:	CLASSIFICATION: Accountant Trainee	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration/ Administrative Services/ Accounting Branch/ Accounts Payable & Accounts Receivable/ OES Payables	POSITION NUMBER: 163-824-4179-701 (10671)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): A	PROBATIONARY PERIOD: ☐ 6 Mos. ☒ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Accounting Administrator I (Supervisor)	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Accountant Trainee is under close supervision of the Accounting Administrator I (Supervisor), in the OES Payables Unit.
2. SUPERVISION EXERCISED:
None.
3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Overtime is required when needed specifically the months of May, June, July, & August for year-end closing deadlines.
4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Direct contact with the California Governor's Office of Emergency Services (Cal OES) staff, Cal OES program personnel; Financial Information System for California (FI\$Cal); State Controller's Office (SCO), California Department of Human Resources (CalHR) and other control agencies, and management.
5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Improper audit of invoices causes delays in vendors receiving payment and cause a non-compliance with the Prompt Payment Act.
6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

May be required to work in the State Operations Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO), Area Field Office (AFO), Local Assistance Center (LAC), or other location to provide assistance in emergency response and recovery activities. All staff is required to complete operational related training and participate in one of three Readiness Teams that rotate activation availability on a monthly basis if not assigned to an Operational Branch (e.g., Fire/Law/Region/PSC Operations (Technicians)/PSC Engineering (Engineers)). May be required to participate in emergency drills, training, and exercises.

Staff need to work effectively under stressful conditions; work effectively & cooperatively under the (CONTINUED) EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%: pressure of short leave time; work weekends, holidays, extended and rotating shifts (day/night). Statewide travel may also be required for extended periods of time and on short notice. While fulfilling an operational assignment it is important to understand that you are filling a specific “position” and that position reports to a specific Incident Command System (ICS) hierarchy. This is the chain of command that you report to while on this interim assignment.

On Call/Standby/Duty Officer (if applicable)

If assigned on-call, standby or as a Duty Officer, you are required to be ready and able to respond immediately to any contact by Governor’s Office of Emergency Services (Cal OES) Management (including contact from the State of California Warning Center) and report to work in a fit and able condition if necessary as requested.

7. JOB DESCRIPTION/GENERAL STATEMENT:

Under the close supervision of the Accounting Administrator I (Supervisor), this position resides in the Accounting Branch, OES Payables Unit. The OES Payables Unit performs all non-grant claim payments, direct transfers, service contracts and purchase order payments, telephones, utilities bills and other miscellaneous invoices.

The Accountant Trainee, as a learner, performs professional accounting duties, to include reviewing, auditing, and analyzing invoices, complying with appropriate funding, and maintaining accounting records. Invoices include payments on multiyear Purchase Orders, Service Contracts, and lease payments. Maintains the Records Retention Schedule. Reviews and posts expenditure corrections to Fi\$Cal and participates in preparing the Year-End Financial Statements.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Under close supervision and in a structured learning environment, assists with audits and review of the accuracy for the multi-year contracted invoices, purchase orders, leases, P-card payments, and utilities to ensure compliance with the State Board of Control rules and regulations and State Administrative Manual. Learns to prepare Dispute Notices on all invoices Cal OES is unable to process for payment as required by the Prompt Payment Act, which includes verifying mathematical computations, verifying supplier information in FI\$Cal, prepare invoice vouchers in FI\$Cal, analyze and research discrepancies and make necessary adjustments. Reviews lease agreements for accurate yearly payment adjustments. Learns to prepare accruals and assist with Year-end Financial Statements. Continues training in FI\$Cal to become a subject matter expert.
25%	Learns to prepare revolving fund requests for payment to avoid penalties, late fees, or for required prepayments. Corresponds with members of the Accounting Office, Financial Services Division Federal Grant Analysis and Program Analysis Division to ensure that expenditures are moved correctly and timely. Submits transaction requests to make corrections as needed.
25%	With guidance, contacts other Cal OES staff, vendors, or the State Controller's Office regarding invoice issues, getting forms, and corrections to speed issuance of vendor payment of claims for resolution of matters whenever possible. Provides information and assistance to Agency program staff and management as needed. Learns to prepare and update monthly Sensitive Compartmented Information Facility (SCIF) and lease excel spreadsheets for tracking and year-end accruals.
10%	Assists with collection and preparation of documents ready to be archived. Plans and coordinates with Business Services the transfer of records to be archived. Assists with updates to the Records Retention Schedule, Records Transfer List, and the Accounting Records Master list.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Reviewing mail; preparing various forms; proofreading documents; reading printed material, computer screens, and handwritten materials.	☐	☐	☐	☐	☒
HEARING: Answering telephones; receiving verbal information from outside sources; understanding verbal instruction.	☐	☐	☐	☒	☐
SPEAKING: Receiving visitors; answering inquiries and providing verbal information or instruction.	☐	☐	☐	☒	☐
MOVEMENT: Delivering material to others; picking up materials from others; copying; faxing; distributing information; filing.	☐	☐	☒	☐	☐
SITTING: At a computer terminal or desk; conferring with employees.	☐	☐	☐	☐	☒
STANDING:	☐	☒	☐	☐	☐
BALANCING:	☒	☐	☐	☐	☐
CONCENTRATING: Reviews and reads records/documents, researches, composes, analyzes, compiles, and updates technical documents; multi-tasking; prepares various forms and documents.	☐	☐	☐	☐	☒
COMPREHENSION: Understanding needs of co-workers, clients; understands procedures and practices; Understands laws, regulations related to their work.	☐	☐	☐	☐	☒
WORKING INDEPENDENTLY: Possesses ability to work independently as well as a team member, have good interpersonal and communication skills, ability to follow directions, take initiative, assume responsibility, and exercise good judgment and tact. Must be able to work alone without much guidance or interaction or interaction from other staff.	☐	☐	☒	☐	☐

PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS					
Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
LIFTING UP TO 10 LBS. OCCASIONALLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20 LBS. OCCASIONALLY AND/OR 10 LBS. FREQUENTLY:	☐	☐	☒	☐	☐
LIFTING UP TO 20-50 LBS. OCCASIONALLY AND/OR 25-50 LBS. FREQUENTLY:	☒	☐	☐	☐	☐
KEYING: Pushing buttons on telephone; typing; copying.	☐	☐	☐	☐	☒
REACHING: Answering phones.	☐	☐	☐	☒	☐
CARRYING: Distributing mail; reports; stocking supplies.	☐	☐	☒	☐	☐
CLIMBING: Stairs.	☐	☒	☐	☐	☐
BENDING AT WAIST:	☐	☒	☐	☐	☐
KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☐	☐	☐	☒
HANDLING: Documents, manuals, and materials.	☐	☐	☐	☐	☒
DRIVING:	☐	☒	☐	☐	☐
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax.	☐	☐	☐	☐	☒
WORKING INDOORS: Office environment.	☐	☐	☐	☐	☒
WORKING OUTDOORS:	☒	☐	☐	☐	☐
WORKING IN CONFINED SPACE:	☐	☐	☐	☐	☒

OTHER INFORMATION

Must have knowledge of the state and related federal laws, rules, regulations, policies, and procedures. Must exercise good writing skills; follow oral and written directions, be responsive to the needs of the public and employees of Cal OES and other agencies; analyze situations and take effective action using initiative, resourcefulness, and good judgment. May need to work with limited supervision.

Consistent with good customer service practices and the goals of the Cal OES Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal and external customers, follow through on commitments, and solicit and consider internal and external customer input when completing work assignments.

SIGNATURES

Certification of Applicant/Employee

Note – If any concerns with performing the duties of this position with or without reasonable accommodation, discuss your concerns with the hiring supervisor, who in turn, will discuss with the Reasonable Accommodation Coordinator.

I 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 the assigned duties as described above with or without reasonable accommodation.

I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title

State of California
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
POSITION DUTY STATEMENT
BU: 1, 4, 9, 10, 11, 12, & 14

EMPLOYEE:	CLASSIFICATION: Accounting Officer (Specialist)	HEADQUARTERS: Mather Campus
PROGRAM/UNIT: Finance & Logistics Administration/ Administrative Services/ Accounting Branch/ Accounts Payable & Accounts Receivable/ OES Payables	POSITION NUMBER: 163-824-4546-701 (10671)	CBID: R01
TENURE: Permanent	TIME BASE: Full-Time	WORK WEEK GROUP: 2
APPT EFFECTIVE DATE:	RANGE (IF APPLICABLE): A	PROBATIONARY PERIOD: ☒ 6 Mos. ☐ 12 Mos. ☐ N/A
IMMEDIATE SUPERVISOR: Accounting Administrator I (Supervisor)	CONFLICT OF INTEREST CATEGORY: ☐ Yes ☒ No	DMV PULL PROGRAM: ☐ Yes ☒ No

1. SUPERVISION RECEIVED:
The Accounting Officer (Specialist) is under the general supervision of the Accounting Administrator I (Supervisor), in the OES Payables Unit.

2. SUPERVISION EXERCISED:
None.

3. PHYSICAL DEMANDS (SEE ADDITIONAL PAGES):
The incumbent works up to 40 hours per week in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work. Overtime is required when needed specifically the months of May, June, July, & August for year-end closing deadlines.

4. PERSONAL CONTACT (WHO THE EMPLOYEE MAY BE IN CONTACT WITH WHILE PERFORMING DUTIES):
Direct contacts with California Governor's Office of Emergency Services (Cal OES) staff, Cal OES program personnel; Financial Information System for California (FI\$Cal), State Controller's Office (SCO), California Department of Human Resources (CalHR) and other control agencies, and management.

5. ACTIONS AND CONSEQUENCES (AS RELATED TO DUTIES PERFORMED):
Improper audit of invoices causes delays in vendors receiving payment and cause a non-compliance with the Prompt Payment Act.

6. EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:
When requested to fill an operational assignment and until demobilized, the following duties will be performed and your regular duties may temporarily cease:

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(CONTINUED: EMERGENCY OPERATIONS – ACTIVATION/OPERATIONAL ASSIGNMENT 100%:)

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The Accounting Officer performs professional accounting duties, including reviewing, auditing, and analyzing invoices; ensuring compliance with funding and statutory requirements; maintaining accounting records; and processing expenditure corrections and year-end accruals.

In alignment with our commitment to diversity, equity, inclusion, and accessibility, all Cal OES employees are encouraged to promote and foster an equitable and inclusive workplace environment.

Percent of Time	ESSENTIAL FUNCTIONS
35%	Reviews contracts, purchase orders, and service agreements against the State Administrative Manual (SAM), Government Code, and other state laws. Ensures documentation supports proper payment coding and amounts. Audits and reviews invoices for accuracy, coordinating with program staff to verify delivery and product acceptance. Processes voucher payments through FI\$Cal. Continue training in FI\$Cal to develop subject matter expertise. Prepares accruals and assists with Year-End Financial Statements.
35%	Communicates with agency staff to resolve invoice funding and correction issues, ensuring timely vendor payments. Reviews daily FI\$Cal reports to confirm claims are received and processed by SCO. Updates contracts, claims schedules, and labor reports with corrections. Coordinates and reconciles expenditures with the General Ledger Unit to ensure alignment between Accounts Payable and General Ledger modules in FI\$Cal.
15%	Works with the Financial Services Division to ensure correct coding of utilities, contracts, and other invoices. Meet regularly with PAU to review process improvements and ensure compliance with established rules. Processes voucher corrections requested by PAU.
10%	Researches and responds to inquiries from payment recipients via phone, email, or mail. Provides backup coverage for front desk mail distribution. Requests new supplier IDs or updates existing supplier addresses in FI\$Cal.
Percent of Time	MARGINAL FUNCTIONS
5%	Other Job-Related Duties as Required Performs other job-related duties as required to fulfill the Cal OES mission, goals and objectives. Additional duties may include, but not be limited to: assisting where needed within the program, which may include special assignments; complying with general State and Cal OES administrative reporting requirements (i.e. completion of time sheets, Empower time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and attendance at staff meetings.

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KNEELING:	☐	☒	☐	☐	☐
PUSHING OR PULLING:	☐	☐	☐	☐	☒
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I have read and discussed these duties with my supervisor:

Employee's Signature

Date

I certify that the above accurately represents the duties of the position:

Supervisor's Signature

Date

Civil Service Title