



STATE OF CALIFORNIA
Franchise Tax Board

Current or Proposed
Proposed
Date Approved
09/10/2026
HR Initials
TM

DUTY STATEMENT

Request for Personnel Action (RPA) Number ERPA-2627-00090	Effective Date
Classification Title Accounting Officer (Specialist)	Position Number 564-553-4546-010
Working Title CalATERS Liaison/Travel Analyst	Bureau and Section Financial Management Bureau Accounting Services Section

Our mission is to help taxpayers file timely and accurate tax returns and pay the correct amount to fund services important to Californians. To support this mission, FTB employees strive to develop in CalHR's Core Competencies: Collaboration, Communication, Customer Engagement, Digital Fluency, Diversity and Inclusion, Innovative Mindset, Interpersonal Skills, and Resilience. Core competencies are the knowledge, skills, and behaviors which are foundational to all state employees regardless of classification.

General Statement

Under general supervision of the Administrator I, the incumbent performs professional accounting duties of average difficulty in the establishment and maintenance of accounts and financial records for agency operations. The incumbent also provides California Automated Travel Expense Reimbursement System (CalATERS) Help Desk support, and fosters working relationships within the department, as well as with other state departments, vendors, and Citibank.

Essential Functions

Percentage	Description
50%	Audit and analyze California Automated Travel Expense Reimbursement System (CalATERS) claims, auditing for accuracy and compliance with the State Administrative Manual (SAM), California Department of Human Resources (CalHR), and Labor Contracts. Contact claimants for supporting documents or substantiation. Analyze travel expenditure information to ensure proper posting to the General Ledger via the automated accounting system, correcting any resulting errors as required. Process travel paper claim reimbursements if needed. Work closely with the State Controller's Office (SCO) regarding claim processing. Act as the CalATERS help desk liaison, coordinating and monitoring all incoming calls and emails. Ensure all help desk contacts receive a response. Provide help desk

	statistical reports to management. Prepare and maintain CalATERS training material and provides training presentations to department sections and the new Tax Auditors. Review travel-related State Administrative Manual (SAM) sections and update the Travel Guide and other travel materials.
20%	Analyze, maintain, and reconcile the US Bank Business Travel Account. Monitor billings for compliance with contract stipulations. Prepare and keep input documents for expenditure reporting. Reconcile US Bank Business Travel Account with California Automated Travel Expense Reimbursement System (CalATERS) report; identify, analyze, and resolve reconciling items. Work with US Bank vendors to ensure charges are accurate and true, as well as follow up for discrepancies and ensure credits are issued. Act as a liaison between Franchise Tax Board employees, Department of General Services (DGS), US Bank, and CalTravelStore/Concur. Attend California Department of Human Resources (CalHR) and Department of General Services (DGS) sponsored meetings. Monitor the Department of General Services (DGS) website for updated information on Statewide contracts and information regarding travel.
10%	Prepare and post all department communication and announcements related to travel procedures, rules, policies, or SAM changes, and to different system or program implementations. Prepare fiscal year-end related travel communication.
10%	Reconcile reports to CalATERS Tracking systems for missing CalATERS Transmittals. Collect missing transmittals and report on status of outstanding documentation. Maintain and reconcile Out of State Travel Log.

Marginal Functions

Percentage	Description
10%	Act as a backup to review documents, prepare coding and process claim reimbursements for employee settlements and survivor benefits. Act as a backup to collect outstanding travel advances. Participate in special projects, as requested. Per request, provide copies of 040 cleared checks by using the State Treasurer's Agency Paid system. Process Payroll Input Processing (PIP) claims and Approver I for The Financial Information System for California.

Employee:

I confirm that I have read and understand the described duties and functions of this position.

Name (Print)

Signature

Date

Supervisor:

I certify that the above information accurately represents the described duties and functions of this position.

Name (Print)

Signature

Date