

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



California Department of
State Hospitals

Box reserved for Personnel Section

	RPA #	C&P Analyst Approval	Date
Employee Name	Division Administrative Support Services		
Position No / Agency-Unit-Class-Serial 502-541-4179-xxx	Unit Fiscal Services - Accounting		
Class Title Accountant Trainee	Location Department of State Hospitals - Patton		
Subject to Conflict of Interest ☐ Yes ☒ No	CBID R01	Work Week Group: 2	Pay Differential Other
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions Under the direct supervision of Accounting Administrator I, Supervisor, the Accountant Trainee, as a learner, performs entry-level professional accounting work while receiving training in the establishment and maintenance of accounts and records while receiving training; learn agency activities, departmental systems, and central fiscal control activities; and develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%.		
35%	<u>MAJOR TASK DUTIES</u> <u>Accounts Payable Unit</u> - Under supervision and while receiving training, audits and vouchers invoices of average difficulty for in accordance with the policies and procedures set forth by the State Controller's Office, California Prompt Payment Act, Department of Finance, State Administrative Manual, State Contracting Manual and the Accounting Department. This includes, but is not limited to, certified small business/non- business suppliers, discounted invoices, direct charges, prepayments, revolving fund advances and replenishments, etc. - Identifies invoice discrepancies, discusses findings with the supervisor or designated staff, and assists with initiating the formal invoice dispute process in accordance with establishing procedures. Ensures Invoice Dispute Notification (STD.209) forms are routed to suppliers within time frame processing guidelines stated in section 8474.1 of the State Administrative Manual. Keeps purchase requisition requestors/approvers abreast of invoice deficiencies. - Runs the FI\$Cal QQ_AP_Outstanding Voucher report daily. Analyzes report data ensuring pending vouchers are fully processed on or before month end close and that matching and/or budget check errors are researched and resolved timely.		

- **Responds to invoice status inquiries** from suppliers and agency staff

Accounts Receivable/Cashier Unit

- **Serves as the primary point of contact for the Accounting Department Walk-up Window and Main Phone Line; provides routine assistance or routes inquiries to appropriate staff. Provides customer service and/or directs inquiries to appropriate staff.** This includes but is not limited to assisting employees, vendors, patient family members/visitors, and outside agencies with general accounting inquiries.

- **Receives and receipts funds for the Accounting and Trust Departments in accordance with established internal controls and supervisory direction.** This includes, but is not limited to, replacement property, revolving fund reimbursement checks, salary and accounts receivable payments, vendor refunds, jury duty payments, travel advance reimbursement, daily patient deposits from the Trust Department, patient deposits from visitors, deposits from volunteer service, deposits for the Patient Benefit Fund and Sheltered Workshop, quarterly reimbursements, etc.

- **Under established internal-control procedures and supervisory oversight, serves as a designated custodian for the daily receipts of cash, checks and money orders received and performs the daily fund count under the direction of a secondary custodian.** This includes reconciling daily receipts with actual cash, checks and money orders received.

Prepares the weekly remote and cash deposits for the Accounting and Trust CTS Accounts. Prepares deposits and, when assigned, transports deposits to the designated financial institution in accordance with department procedures.

- **Under established internal-control procedures and supervisory oversight, serves as a designated custodian for the Trust Petty Cash, Accounting Petty Cash, and General Change Funds.** Performs the daily count, with the secondary custodian. Monitors and ensures the timely return of revolving fund disbursement vouchers. Prepares replenishment requests for the Accounting Petty Cash Fund as needed but not to exceed one month. Ensures Trust Petty Cash Fund replenishment checks are cashed as needed but not to exceed one month.

- **Assists with the preparation and distribution of all payroll warrants.** This includes BU 18, Master, Overtime, Intermittent, etc.

- **Tracks released undelivered warrants.** Submits the monthly report to Human resources for status. Warrants not delivered within 90 days of receipt are monitored, logged and returned to the fund, originally drawn from, in accordance with SAM 8580.

35%	<u>MAJOR TASK RESPONSIBILITIES</u> <u>General Accounting Functions</u> ▪ Responsible for opening and distributing mail received in the Accounting Department Daily.
	▪ Assist with the maintenance of the department's digital platforms including but not limited to SharePoint sites, Accounting Shares Drive, Shared email accounts. Updates purchase document logs, accounts receivable logs, audit logs, etc. ▪ Occasionally, prepares paper (legacy) claim schedules and ensures corresponding FI\$Cal paper claim catch up transactions are posted in same calendar month as warrant issuance dates. ▪ Reviews and analyzes the Outstanding Revolving Fund Advances report monthly. Research outstanding expense advances and verifies outstanding balances are vouchered timely and notifies the Accounting Administrator I, Supervisor of errors. ▪ Researches invoice and payment errors and, within established procedures, processes or recommends corrective action for supervisor review pertaining to FI\$Cal Vouchers, Legacy Claim Schedules, State Controller Office warrants or/and Office Revolving Fund advances to ensure compliance with accounting guidelines. Reviews and analyzes payment error data to identify barriers and make quality improvement recommendations. • Quarterly reviews and analyzes the FI\$Cal Encumbrance Reports and Coordinates with purchase requestors and identifies open document balances eligible for liquidation/ dis-encumbrance. May assist in compiling projections and forecasting information for review and approval by the supervisor before distribution to management. ▪ Under supervision, assists with month-end and year-end closing activities, including but not limited to preparing and keying assigned accruals for review. ▪ Utilizes the FI\$Cal reports to prepare custom reports. Prepare clear, concise and comprehensive statistical reports and other related work as assigned.

20%	<u>DEPARTMENT RESPONSIBILITIES</u> ▪ Provides support to employees, suppliers, and/or other local government agencies with any questions regarding accounts payable, accounts receivable and/or general accounting inquiries. ▪ Contacts various local, county, state and federal governmental agencies. Maintains a positive rapport with the State Controller's Office, Department of Finance, FI\$Cal staff, Global CalATERS staff, hospital staff, outside agencies and the public in written and verbal correspondence. ▪ Assists in analyzing and implementing regulatory updates implemented by State and Federal Agencies, FI\$Cal, Government Code, State Administrative Manual, State Contracting Manual, etc.
	▪ Assure priority items, such as customer service complaints, non-routine accounts receivables, payroll and accounts payables items are recognized and dealt with in a timely manner and expedites orders as necessary and/or required and notifies the Accounting Administrator I and/or Fiscal Officer as needed. • Researches routine accounting problems, applies established procedures, and recommends solutions to the supervisor. ▪ Maintains a safe work environment, participates in all required safety training, inspections, and accident preventative intervention and investigations. ▪ Responsible for purchasing and replenishing office supplies as needed.

10%	<u>INTERPERSONAL RELATIONSHIP</u> ▪ Takes an active role in the quality improvement process ▪ Uses Policy and Procedures manual, State Administrative Manual, and other reference materials as necessary to ensure proper course of action and accuracy of documents. ▪ Interacts with all levels of management, supervisors, and line employees within the department and agency on a regular basis. ▪ Interprets and communicates accounting department policies and procedures to accounting staff, hospital staff and outside agencies. ▪ Exercises initiative and appropriate judgment within established procedures and seeks supervisory guidance on complex or nonroutine matters when dealing with internal and external stakeholders. ▪ Takes initiative to communicate with supervisors and co-workers to ensure smooth flow of work, proper documentation when needed and follows through on problem resolutions. ▪ Promotes and maintains a teamwork relationship with staff, thereby enhancing work productivity. ▪ Remains flexible with work schedules and job duties to meet the needs of the hospital. ▪ Performs other duties as assigned.
Required Competencies	SUPERVISION RECEIVED: Under the direct supervision of the Accounting Administrator I. SUPERVISION EXERCISED: None

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; speak and write effectively; plan, organize, and direct the work of others; and effectively contribute to the department's affirmative action objectives.

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, practices and trends of public and business administration, management and supportive staff services such as budgeting, personnel and management analysis; governmental functions and organization

SITE SPECIFIC COMPETENCIES: Ability to ensure that all rules and regulations and policies and procedures are adhered to; ensures that FI\$Cal transactions are reconciled to SCO and the STO official book or records monthly and all reconciling items are researched and corrected timely. The Accountant Trainee must be able to qualify for a Fidelity Bond; maintain and exercise a high degree of ethics, integrity, confidentiality and professionalism while carrying out all job duties and representing the Accounting Department.

TECHNICAL PROFICIENCY (SITE SPECIFIC): Knowledge of commonly used office material/equipment as well as specialized accounting electronic data processing equipment, including but not limited to calculators, typewriters, computers, printers, copiers, phones, etc.; and technical proficiency in office computer applications (ex: Excel, Word, Outlook, etc.) and specialized accounting operating systems and tools such as FI\$Cal, Monarch, CalATERS, and FUSION, etc.

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

	THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior in accordance with policy. CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the workplace that enable the employee to work more effectively. RELATIONSHIP SECURITY: Demonstrates professional interactions with patients and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.
License or Certification	Not Applicable
Training	Training Category = No Contact The employee is required to keep current with the completion of all required training.
Other Information	EMPLOYEE IS REQUIRED TO: ▪ Report to work on time and follow procedures for reporting absences. ▪ Maintain a professional appearance. ▪ Appropriately maintain cooperative, professional, and effective interaction with employees, patients, and the public ▪ Comply with Hospital policies and procedures. Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality. The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers. The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

	_____ Employee Signature _____ Print Name _____ Date
	I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.
	_____ Supervisor Signature _____ Print Name _____ Date
	_____ Reviewing Supervisor Signature _____ Print Name _____ Date