

OFFICE OF THE STATE CONTROLLER

DUTY STATEMENT

EMPLOYEE NAME First Name Last Name	DIVISION State Accounting and Reporting
CLASSIFICATION TITLE Accountant Trainee (AT)	UNIT NAME - LOCATION Bureau of Fiscal Systems and Transactions
WORKING TITLE Accountant Trainee	POSITION NUMBER 051-420-4179-XXX
	EFFECTIVE DATE Month Day, Year

SECTION A: GENERAL DESCRIPTION

Under the general direction provided by the Bureau of Fiscal Systems and Transactions (Bureau) Financial Accountant II (Supervisor) and higher level professional accountants the incumbent will perform professional accounting work in the establishment and maintenance of accounts and records while receiving training; learning agency activities, departmental systems, and central fiscal control activities; and developing interpersonal skills by contact with program personnel and control agencies in fiscal control activities. The incumbent is expected to utilize knowledge of the laws of the State of California, fiscal accounting rules and regulations contained in the State Administrative Manual, governmental accounting principles, and procedures prescribed by the department, to carry out the control functions of the State Controller's Office.

SECTION B: ESSENTIAL FUNCTIONS

Candidates must have the ability to perform the following essential functions with or without reasonable accommodation.

Percentage of
Time Spent

Typical Task

40%	Review accounting control documents to determine proper accounting treatment, legality, sufficiency of cash and appropriation availability. Perform the operational accounting functions of Financial Information System for Californian (FI\$Cal) utilized by the State Controller's Office. Establish and maintain accounting control records
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	relating to the FI\$Cal system and specialized fiscal control accounting records. Set-up control accounts as required by established guidelines. Prepare and process Journal entries in response to transaction requests.
35%	Update, review, and verify historical accounting data in automated spreadsheets and databases. Prepare account and fund reconciliations and provide solutions to resolve any differences identified. Assist with forecasts and stress-testing, review, evaluate, reconcile, and monitor accounting transactions. Prepare detailed accounting reports and presentation materials for analysis of program and financial performance.
10%	Review and update current procedures and processes to determine the need for changes. Make recommendations to Bureau management, develop and implement changes to procedures and processes as requested. Effectively communicate with accounting personnel from state agencies to resolve general accounting problems. Provide guidance regarding accounting rules, processes, and procedures to resolve routine problems.
10%	Review legislation for impact on accounting transactions and potential workload. Prepare analyses of findings and recommendations. Participate in year-end close out activities.
5%	Assist with giving presentations and participate in meetings to represent the Bureau of Fiscal Systems and Transactions and its functions. Provide assistance when required to other sections in the Bureau to meet business needs.

SECTION C: NON-ESSENTIAL FUNCTIONS

0%	None
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SECTION D: ADA REQUIREMENT

Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

SECTION E: KNOWLEDGE, SKILLS AND ABILITIES

General and Financial Accounting: 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, 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 regarding the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contracted in the work; and communicate effectively.

SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)

The incumbent will have access to very sensitive and confidential information. Careless, accidental, or intentional disclosure of information to unauthorized persons can have far-reaching effects, which may result in civil or criminal actions against those involved.

The incumbent makes recommendations for decisions to management. These decisions may be sensitive in nature and subject to management review. Failure to determine the appropriate course of action could lead to misallocation of funds and/or failure to comply with statutory requirements that may result in action being taken against the incumbent and/or the Department.

SECTION G: PERSONAL CONTACT

The incumbent will work with other professional accounting and administrative staff and all levels of management within the Division, as well as other Divisions within the SCO, other agencies statewide, the FI\$Cal Project and Business Team, and may have minimal contact with the public.

SECTION H: WORK ENVIRONMENT

Physical Work Environment: Artificial and natural (skylights and windows) lighting; climate-controlled office; professional and clean working environment; well-designed working spaces; low-moderate noise level.

Travel Responsibility: Rare. When traveling, the incumbent may be subject to the elements of destination.

SECTION I: PHYSICAL REQUIREMENTS

Any lifting, moving, keying, etc. required for this position.

Position Number

Name

Date

Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never (0 Hours)	Occasionally (up to 3 hours)	Frequently (3 to 6 hours)	Constantly (6 to 8 hours)
Sitting				X
Walking		X		
Standing		X		
Bending (neck/waist)		X		
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck/waist)		X		
Is repetitive use of hand(s) required?				X
Simple Grasping (R or L)			X	
Power Grasping (R or L)		X		
Fine Manipulation (R or L)			X	
Pushing/Pulling (R or L)		X		
Reaching (above/below shoulder level)		X		
Lifting/Carrying	Describe the heaviest item required to be lifted or carried, the frequency and the distance: Archive boxes weighing up to 25 pounds, averaging one box per day, up to a distance of 100 feet (carts are available).			

SECTION J: SIGNATURE

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

 Employee's Signature

 Date

I have discussed and provided a copy of this duty statement to the employee named above.

 Supervisor's Signature

 Date