



Duty Statement

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Accountant Trainee	549-070-4179-023
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Accounting Services Section	Accounting Assistant - Warrant Release Desk	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Fiscal Systems Support Unit	Headquarters-Sacramento	
STATE HOUSING (Check if applicable)		IMMEDIATE SUPERVISOR
☐ State Housing may be required.		Accounting Administrator II
POSITION DESCRIPTION		
Under the close supervision of the Accounting Administrator II, the Accountant Trainee, in a learning capacity, performs professional accounting duties in the Fiscal Systems Support Unit. This position will learn governmental and non-governmental activities, departmental systems, establishment and maintenance of accounts and records, develop interpersonal skills, understand the roles of the state's control agencies, and perform the following duties:		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	In a training capacity, review and audit departmental travel advance, salary advance, garnishment, uniform allowance, and other cash disbursements for distribution along with SCO payroll warrants in compliance with the CA Department of Human Resources, the State Controller's Office (SCO), State Administrative Manual, government code, and the department's policies, rules and regulations. Audit and review warrant release instructions to Accounting (WRITAS) to hold, clear and return warrants back to SCO. Compile and Analyze WRITA requests from Personnel Specialists for special handling and take appropriate action. Make ongoing contact with individuals throughout the department as well as control agencies both verbally and through written correspondence.	
30%	In a training capacity, perform the-semi-professional accounting duties necessary to provide daily, monthly, and yearly fiscal information to department staff such as gathering data, reconciling records, compiling information for financial reports; updating databases and spreadsheets; reconciling Parks' conservancies, downloading reports and data from FI\$Cal and the State Controller's Office (SCO); downloading DGS invoices; updating Accounting's intranet site; archiving records in compliance with record retention guidelines; performing the month-end and year-end close process for three conservancies; analyzing issues and assisting users with clearing errors; corresponding with FI\$Cal staff to close fiscal periods and reconciling month-end data; maintaining the department's fiscal calendar and month-end close checklists, ensuring dates meet financial reporting deadlines.	
20%	Establish and maintain accounts for centralized fiscal control activities to provide timely and accurate fiscal data to departmental staff and control agencies. This includes, but is not limited to, establishing or updating FI\$Cal suppliers and other chart fields, and establishing California Automated Travel Expense Reimbursement System (CalATERS) account profiles and chart fields. Additionally, this position is responsible for assisting the Associate Accounting Analyst with project activity updates, providing support for the department's Fiscal Tracking System (FTS) by responding to staff who need assistance gathering, reconciling, analyzing, or compiling financial data; and monitoring shared e-mail accounts to deliver technical assistance and fulfill new operational requests.	



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10%	Provide excellent customer service to internal and external stakeholders; maintain ongoing communication with staff at all levels; support the Labor Distribution unit with employee tables maintenance; and provide backup for Special Projects/Support Unit duties.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
TELEWORK DESIGNATION:		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE