Classification Title: Accountant Trainee	**Branch/Division/Bureau:** Administration and Licensing Services Branch/ Financial & Business Management Division/ Accounting Services Bureau
Working Title: Accountant Traineee	**Office/Unit/Section/Geographic Location:** Office of Revolving Fund & Travel Unit/ Sacramento
Position Number (13 Digit): 413-192-4179-704	**Conflict of Interest Position:** NO
Employee Name:	**Effective Date:**

BASIC FUNCTION:

Under close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee performs professional accounting duties of average difficulty in the maintenance and reporting of financial records for the Financial and Business Management Division – Accounting Services Bureau – Expenditure Section – Office of Revolving Fund and Travel Unit (ORF). The incumbent will assist with the review, analysis, and research of accounts and records as they relate to Office of Revolving Fund and Travel Unit. The incumbent will assist in reconciliations, maintenance, and review of travel advances and expenditures, audit travel claims, process payments. The incumbent can occasionally rotate amongst the different areas in ORF for cross-training, knowledge retention, and absence coverage purposes.

Basic responsibilities include analyzing, researching, evaluating, and performing corrective actions or entries into several ORF accounting systems (Concur, CalATERS, Travel Expense Claim Tracking System) as well as FI$CAL.

ESSENTIAL FUNCTIONS:

35% Reviews, audits, logs, and processes travel expense claims and reimbursement request in accordance with State Administrative Manual (SAM), Department of Human Resources (CalHR) state travel rules, and applicable Memoranda of Understanding (MOUs). Communicates travel claim discrepancies to management and/or travelers and supervisors and provides guidance to ensure compliance and timely resolution. Maintains and updates travel claims in TECT and CalATERS, including claim tracking, documentation retention, and employee profile management. Reviews and approves the CalATERS interface transaction batches into FI$Cal, ensuring transactions following the departmental organizational chart of accounts and the Uniform Codes Manual.

20% Reviews, audits, and processes revolving fund payment requests and supporting documentation, including miscellaneous vendor payments requiring immediate issuance. Process office revolving fund replenishment vouchers. Completes pay-cycle duties including creating and printing checks through the department's accounting system, FI$Cal. Processes voids, cancellations, stale-dated checks, and taxable/reportable transactions in FI$Cal.

20% Performs monthly reconciliation of U.S. Bank statements for department paid travel expenses, including airfare, lodging, and rental cars. Comparing airfare charges with IBank reports, lodging transactions with Conferma reports, and rental car charges with rental car companies reports, Concur, and CalATERS records to identify discrepancies and determine whether any TECs are outstanding. Reconciliation of revolving fund transactions and replenishment activities in FI$Cal. Replenish Office Revolving Fund vouchers. Supports the issuance, documentation, safeguarding, and replenishment of petty cash funds, evidence funds, and witness fee payments, ensuring compliance with internal control requirements.

10% Prepares, processes, and distributes monthly master and miscellaneous payroll warrants in accordance with departmental procedures. Communicates and coordinates with Human Resources Management Division (HRMD) regarding warrant distribution, outstanding salary advances, and payroll-related issues requiring resolution. Updates and maintains Payroll Custodian List to ensure proper internal controls over warrant receipt and distribution. Issues and clears salary advances as needed and reconciles the related FI$Cal general ledger account. Performs verification and clearing of payroll transactions, including salary advances, accounts receivable payroll items, and miscellaneous warrant activity while ensuring accuracy, completeness, and timely follow up with HRMD and program staff.

10% Responds to inquiries received through the Unit's general inbox. Maintains and updates the Department Travel content and desk procedures in alignment with CalHR rules and policy updates and prepares additional status reports for travel claims received and processed, and additional status reports as requested. Assist with fiscal month-end and year-end activities. Assists in delivering travel-related training to departmental staff. Participates in system maintenance, enhancements and user-acceptance testing for CalATERS, FI$Cal, TECT, and related systems. Creates and sends expenditure reports as needed.

MARGINAL FUNCTIONS:

5% Performs other job-related assignments as directed such as research projects and investigations. Participates in and supports unit and bureau meetings. Assists with special assignments, including bureau or departmental activities, and provides backup support for office functions as needed.

WORK ENVIRONMENT OR PHYSICAL ABILITIES:

- Overtime may be required, if directed and authorized by supervisor.
- The incumbent must be able to work in a high-rise building
- The incumbent must be able to move large or cumbersome reports from one location to another, with or without reasonable accommodations.
- The incumbent must be able to work in a shared internal office space.
- The incumbent may telework in accordance with CDI's Telework Policy. Teleworking employees may be required to report to their headquarters office location on designated telework days. Travel expenses are not reimbursed; however other authorized transit subsidies do exist for those who qualify.

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 hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety Analyst.)

_____
Employee Signature Date

_____
Printed Name

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 Date

_____
Printed Name