

DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-304-4177-002			☐ CURRENT ☐ PROPOSED	
SECTION ADMINISTRATION UNIT		CLASSIFICATION TITLE ACCOUNTANT I (SPECIALIST)				
PROGRAM (If applicable) ACCOUNTING OFFICE		WORKING TITLE Travel Accountant				
REGIONAL HUB Sacramento		COI No	WWG 2	CBID R01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED None	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)		Choose an item.				

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the direct supervision of the Supervisor I, the Accountant I serves as the Travel Accountant, responsible for auditing, analyzing and approving travel expense claims. The incumbent assists the Supervisor I with planning, organizing and directing the department's statewide travel program. This position ensures compliance with statewide travel policies, the State Administrative Manual (SAM), CalHR guidance, MOUs, Statewide Travel Program requirements, and departmental procedures.

% 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. <i>(Use addition sheet if necessary)</i>
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ESSENTIAL FUNCTIONS

30%	Independently audit, analyze, and approve Travel Expense Claims (TECs) in the California Automated Travel Expense Reimbursement System (CalATERS) Global, ensuring each claim complies with the State and the Department travel policies. Contact claimants for questionable items or to request additional information. Research discrepancies and takes necessary action. Ensure accurate and timely processing of all manual travel claims and disbursements, confirming that all documents are processed and distributed within the guidelines set forth in the State Controller's Office (SCO) Payroll Procedures Manual. Reconcile department-paid charges with TECs. Key manual AP vouchers and journal vouchers for travel claim corrections and reimbursements and assist Accounting Administrator I with updating accounting logs.
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30%	Assist the Travel Coordinator with training staff on travel and reimbursement procedures to ensure that payments are made in compliance with Department of General Services (DGS) and CalHR rules. Utilize a wide variety of tools to communicate updates with travelers such as SharePoint and the Department Travel Guide. Review and update the Travel Guide on a quarterly basis. Coordinate with the Travel Coordinator to set up Department-wide training. Assist with CalATERS table maintenance, including adding and deleting users, troubleshooting error messages, and updating ChartFields coding throughout the year. Oversee the travel desk general inbox by responding to complex questions, researching inquiries, and communicating with travelers about upcoming trips. Analyze reservations and obtain necessary documents, provide resources, and connect travelers with information needed to follow the Department and State regulations. Monitor the Department of General Services' updates to the State Administrative Manual, CalHR updates to the CalHR travel rules, and the Statewide Travel Program (STP) updates. Analyze and interpret updates that will affect the Department's travel process and procedure. Communicate changes to the travel team and the Department's travelers.
20%	Provide assistance to the Central Travel Account and Virtual Card Network Manager (Accountant Trainee) with reconciling, analyzing, and processing payments for the U.S. Bank to ensure accuracy, timely submissions, and resolution of discrepancies. Collect department-paid receipts and supporting documents. Reconcile hotel folios and ORF replenishment by using Smart New Account Payable (SNAP) to access Virtual Card Number (VCN) deployments and transactions. Prepare monthly and quarterly financial reports related to VCN activity, ensuring compliance with accounting standards, regulations, and internal controls. Communicate VCN requirements to ensure effective use of the system by both new and current staff. Conduct training sessions to clearly explain virtual card processes, policies, compliance requirements, and ensuring adherence to travel rules and regulations. Monitor and compare charges with travel bookings, investigate unauthorized charges, issue non-compliance notifications, and assist with the recovery of funds from travelers who misuse VCN. Assist staff using the VCN and Conferma App, including troubleshooting hotel booking issues.
15%	Attend the Statewide Travel Program (STP) Quarterly Travel Coordinator meeting to stay informed on policy updates. Gather and prepare year-end accruals related to travel. Recommend process improvement to save costs and increase efficiency. Review new travel bulletins to ensure compliance with payment of travel expense claims and advances.
	MARGINAL FUNCTIONS
5%	Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; chart of accounts; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; and 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 contacted in the work; and speak and write effectively.

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DESIRABLE QUALIFICATIONS:

- Financial: Experience in accounting/financial record keeping, and knowledge of accounting principles and procedures associated with California accounting structure.
- Accounting Systems: Experience with Fi\$Cal.
- Microsoft: Experience with Microsoft Outlook, Excel, Word, and Adobe Acrobat. Must have intermediate MS Excel skills with experience using pivot table and common functions, such as vlookup, if, sumif.
- Power Query: Ability to use Power Query for data extraction and transformation.
- Problem solving: Critical thinking to solve complex data-related challenges.
- Communication: Effective Communication skills to understand business requirements and present findings.
- Continuous learning: Stay up-to-date with Power Bis evolving features and best practices.
- Time Management: Excellent time management, with the ability to meet deadlines and be flexible with changing priorities.

SPECIAL PERSONAL REQUIREMENTS:

- This position requires the Accountant I to maintain consistent and regular attendance, communicate effectively (orally and in writing) in dealing with the public and/or other employees.
- Strong organization skills.
- Develop and maintain knowledge and skills related to specific tasks, methodologies, tools, and equipment.
- Ability to work independently and in a team environment.
- Ability to demonstrate punctuality, initiative, and dependability.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, pull, or otherwise move objects up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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