STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

022-4179-312

Division: Administrative Services Division	**Classification Title**: 4179 Accountant Trainee
Branch: Financial Services Branch	**Working Title**: Accountant Trainee
Unit: Accounting Office	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 022-4179-312	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 06/06/2025

Direction Statement and General Description of Duties: Under close supervision of the Accounting Administrator I of the Revolving Fund Unit, the Accountant Trainee duties include but are not limited to the following:

Percentage and Essential/Marginal Functions:

35%	**(E)** Acting as the lead liaison between the Accounting Officer, the department's Human Resources Branch (HRB), the State Controller's Office (SCO), and DMV's reporting units in matters regarding the distribution and mailing of payroll warrants and revolving fund checks. This includes coordinating the issuance and distribution of warrants and checks

	to various units; investigating, analyzing, and responding to questions and problems with payroll warrants, salary advances, and employee claims; and resolving the most complex problems regarding payroll distribution with HRB, the department's contracted courier, employees, and unit supervisors. Researching customer inquiries regarding missing and/or incorrect payments, including contacting the SCO and/or accessing DMV's Oracle accounting system. Coordinating the efforts of accounting staff during various monthly payroll cycles to ensure the accurate and timely distribution of payroll warrants.
35%	**(E)** Receiving and distributing payroll and travel checks for DMV employees. Related duties include analyzing, pulling, splitting, and preparing payroll warrants for distribution to the DMV's reporting units, verifying the proper amounts have been split from payroll warrants; distributing and mailing salary and travel advances to the DMV's reporting units; and maintaining, posting and reconciling the payroll distribution records. Researching and resolving the most complex payroll calculations to ensure proper amounts are released to employees. Ensuring payroll warrants are returned to SCO for redeposit when applicable.
15%	**(E)** Monitoring the distributing of payroll warrants and salary advances to ensure they are disbursed to and received at the correct destinations in accordance with instructions from HRB. Researching, analyzing, and resolving discrepancies with HRB. Representing the Accounting Office at the monthly HRB meetings to identify and resolve payroll related issues in a timely manner and follow-up with the appropriate areas, as necessary. Identifying and tracking weaknesses in the payroll process and provide training as necessary. Updating salary offset procedures annually, disseminating updates to HRB, and addressing all questions related to the process. Training staff as required.
5%	**(M)** Coordinating the maintenance of the signature list of those individuals authorized to receive checks for distribution and ensuring compliance with the State Administrative Manual so that proper separation of duties is maintained.
5%	**(M)** Updating and maintaining the Outstanding Payroll Aging History Report. Distributing payroll accounts receivable, various reports and documents to appropriate areas, and ordering and maintaining supplies for the unit. Ensuring the Authorization to Pick-Up Payroll Warrants listing is updated on a monthly basis.

5%	**(M)** Performs other job-related duties as required.

Supervision Received: The Accounting Officer, Specialist receives general supervision from the Accounting Administrator I, Accounting Administrator II, Accounting Administrator III, and Financial Services Branch Chief.
Supervision Exercised and Staff Numbers: This position does not supervise any staff.
Physical Requirements: Occasional reaching above shoulder level and occasional bending/stooping. May be required to lift up to 25 pounds.
Special Requirements: Knowledge in the State travel rules, laws, regulations and procedures.
Personal Contacts: The Accounting Officer, Specialist will have contact with the Accounting Administrator I, the Accounting Administrator II, the Accounting Administrator III, the Branch Chief, other Divisions, DMV employees, control agencies, field offices, and vendors while performing their duties. These contacts will be in person, by email, and by telephone.

EMPLOYEE ACKNOWLEDGMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe you may need to request reasonable accommodation to perform the duties of this position, discuss your request with your manager/supervisor who will engage with you in the interactive process.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

022-4179-312

Division: Administrative Services Division	**Classification Title**: 4179 Accountant Trainee
Branch: Financial Services Branch	**Working Title**: Accountant Trainee
Unit: Accounting Office	**Tenure/Timebase**: Permanent Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 022-4179-312	**CBID/Bargaining Unit**: R01
Conflict of Interest Classification: No This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.	
Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 06/06/2025

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	to various units; investigating, analyzing, and responding to questions and problems with payroll warrants, salary advances, and employee claims; and resolving the most complex problems regarding payroll distribution with HRB, the department's contracted courier, employees, and unit supervisors. Researching customer inquiries regarding missing and/or incorrect payments, including contacting the SCO and/or accessing DMV's Oracle accounting system. Coordinating the efforts of accounting staff during various monthly payroll cycles to ensure the accurate and timely distribution of payroll warrants.
35%	**(E)** Receiving and distributing payroll and travel checks for DMV employees. Related duties include analyzing, pulling, splitting, and preparing payroll warrants for distribution to the DMV's reporting units, verifying the proper amounts have been split from payroll warrants; distributing and mailing salary and travel advances to the DMV's reporting units; and maintaining, posting and reconciling the payroll distribution records. Researching and resolving the most complex payroll calculations to ensure proper amounts are released to employees. Ensuring payroll warrants are returned to SCO for redeposit when applicable.
15%	**(E)** Monitoring the distributing of payroll warrants and salary advances to ensure they are disbursed to and received at the correct destinations in accordance with instructions from HRB. Researching, analyzing, and resolving discrepancies with HRB. Representing the Accounting Office at the monthly HRB meetings to identify and resolve payroll related issues in a timely manner and follow-up with the appropriate areas, as necessary. Identifying and tracking weaknesses in the payroll process and provide training as necessary. Updating salary offset procedures annually, disseminating updates to HRB, and addressing all questions related to the process. Training staff as required.
5%	**(M)** Coordinating the maintenance of the signature list of those individuals authorized to receive checks for distribution and ensuring compliance with the State Administrative Manual so that proper separation of duties is maintained.
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5%	**(M)** Performs other job-related duties as required.

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Supervision Exercised and Staff Numbers: This position does not supervise any staff.
Physical Requirements: Occasional reaching above shoulder level and occasional bending/stooping. May be required to lift up to 25 pounds.
Special Requirements: Knowledge in the State travel rules, laws, regulations and procedures.
Personal Contacts: The Accounting Officer, Specialist will have contact with the Accounting Administrator I, the Accounting Administrator II, the Accounting Administrator III, the Branch Chief, other Divisions, DMV employees, control agencies, field offices, and vendors while performing their duties. These contacts will be in person, by email, and by telephone.

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STATE OF CALIFORNIA
Department of Motor Vehicles

DEPARTMENT OF MOTOR VEHICLES

POSITION DUTY STATEMENT

022-4546-312

Division: Administrative Services Division	**Classification Title**: 4546 Accounting Officer (Specialist)
Branch: Financial Services Branch	**Working Title**: Accounting Officer Specialist
Unit: Accounting Office	**Tenure/Timebase**: Limited Term Fulltime
Position City: Sacramento	**Position County**: Sacramento County
Position Number: 022-4546-312	**CBID/Bargaining Unit**: R01

Conflict of Interest Classification: No

This position is designated under the Conflict of Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Medical Evaluation: No	**Bilingual Language**: Unknown
Sensitive Position: No	**DMV Employee Pull Notice**: No
Fingerprint/Live Scan: Yes	**Professional License**: No
Work Week Group: 2	**Date Approved**: 01/10/2025

Direction Statement and General Description of Duties: Under general supervision of the Accounting Administrator I of the Revolving Fund Unit, the Accounting Officer, Specialist's duties include but are not limited to the following:

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	checks. This includes coordinating the issuance and distribution of warrants and checks to various units; investigating, analyzing, and responding to questions and problems with payroll warrants, salary advances, and employee claims; and resolving the most complex problems regarding payroll distribution with HRB, the department's contracted courier, employees, and unit supervisors. Researching customer inquiries regarding missing and/or incorrect payments, including contacting the SCO and/or accessing DMV's Oracle accounting system. Coordinating the efforts of accounting staff during various monthly payroll cycles to ensure the accurate and timely distribution of payroll warrants.
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