

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

POSITION DUTY STATEMENT

☐ PROPOSED

☒ CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM California Medical Facility (CMF)		POSITION NUMBER (Agency-Unit-Class-Serial) 076-800-4179-001	
DIVISION / UNIT CMF / Business Services / Accounting		CLASSIFICATION TITLE Accountant Trainee	
		WORKING TITLE Accountant Trainee	
		TIME BASE / TENURE P/FT	CBID R01
LOCATION Solano County		INCUMBENT	
		EFFECTIVE DATE	
CDCR'S MISSION, VISION and COMMITMENT			
Mission To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment. Vision We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs. Commitment CDCR and CCHCS are committed to transforming the correctional landscape to create safer, more professional, and more fulfilling environments for our employees, the incarcerated population, and those supervised in our communities. Through systemwide improvements grounded in proven and emerging practices, we aim to strengthen rehabilitation, enhance workplace satisfaction, and support successful reentry into the community through our institutions, parole, and community partnerships. Our shared mission is to promote safety, wellness, and human dignity while fostering positive change for all those who live and work within our institutions and communities. CDCR and CCHCS are committed to building an inclusive respectful workplace. We are determined to attract and hire candidates from all communities and empower employees from a variety of backgrounds, perspectives, and personal experiences. We are proud to foster inclusion and drive collaborative efforts at all levels of the Department.			
DIVISION OVERVIEW			
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Accountant Trainee is responsible for practices, policies and procedures of the Trust Office established by the Department.			
GENERAL STATEMENT			
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direct Supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee shall maintain a strong knowledge of practices, policies and procedures of the Trust Office. Duties include the ability to review information and process data, according to the applicable rules and procedures of the Trust/ Support functions of the Accounting Office. The ability to accurately record, receipt, track, and log paperwork, forms and other information is essential. Additional duties and functions may be assigned as needed. The Accountant Trainee shall have knowledge of all Trust/Support functions of the Accounting Office.			
% 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.		
35%	Distribution and processing of payroll warrants. Assist with distribution of garnishments and Salary Advances. Tracking documents being received in the Trust/Accounting Department. Monitor and analyze Trust, Restitution, Accounting, and Canteen System (TRACS).		
35%	Process CDC-193, Trust Account Withdrawal Orders for various transactions. Respond in writing to CDCR-602, inmate/parolee Appeal; respond in writing to CDCR-22, request for interview, item or service. Conduct intake		

15%

from the mailroom on all incoming checks and money orders. Reconcile daily deposits. Data entry into the Trust share drive and TRACS for Inmate Payroll, deposits, and withdrawals...

10%

Assisting Staff with support issues. Log bags being transported to and from the Regional Accounting Office. Assist in the Trust/Accounting Audit. Communicate with outside agencies, inmate families, and the general public. Reconcile Inmate Welfare Fund photo sales.

5%

Print and distribute receipts and statements daily, monthly, and quarterly. Act as a backup for Accounting Officer (Specialist) functions in their absence or other staff as needed. Will be cross trained to meet the needs of the Accounting Office.

Attend required In-Service Training and On-the-Job training. Will be called on to perform other job related duties as required.

Essential Functions: Under the direct supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee must be able to work in conditions that require all of the following essential functions:

- Ability to work 40 hours per week with set work hours during core business hours, and work over 40 hours per week in emergency situations or to accomplish specific work.
- Ability to be supervised by assigned supervisor or manager.
- Communicate effectively, verbally and in writing, with departmental staff, inmates, public, vendors, outside agencies, etc. in order to disseminate information, respond to inquiries, receive and provide direction, prepare correspondence, create desk procedures, train staff, etc.
- Listen effectively to employees, supervisors, and managers, to identify issues, evaluate and develop solutions.
- Ability to analyze data to produce reports, provide recommendations, to facilitate resolution, and to respond to inquiries and requests.
- Read, analyze, comprehend, and apply government codes, laws, rules, regulations, bargaining unit agreements, and Departmental policy related to position control, budgetary functions.
- Reason logically and creatively to develop and evaluate alternatives.
- Develop and maintain professional working relationships with Department employees at all levels; maintain professionalism when participating in interactions of a sensitive, volatile, or stressful nature.
- Plan, organize, and prioritize workload to meet deadlines and perform completed staff work.
- Ability to work on several priority issues simultaneously.
- Compose and/or respond to letters, memos, and electronic mail.
- Create and maintain a variety of databases, spreadsheets, and logs (both electronic and hard copy).
- Operate office machines (e.g., copier, fax, personal computer, calculator, scanner, etc.) to complete assigned tasks.
- Ability to file various documents and reports in files, which may be kept in file cabinets or on shelves from floor level up to seven feet high.
- Move about the office area and to and from various buildings/locations on varied surfaces and grades throughout the day to attend meetings, pick up and deliver mail, etc.
- Lift, carry, move and/or drag items such as files, mail, reams of paper, binders, manuals, training material, file boxes, etc. weighing up to 10 pounds.
- Must have mental capacity to be aware and alert at all times in order to be aware of surroundings while working in a correctional facility setting around inmates.
- Observe/identify and report security risks to peace officer staff.
- Plan, organize, develop, and conduct various types of training for managers and employees.
- Attend meetings and training as required, which may require travel to off-site locations, to various parts of the State via vehicle, train, bus, and/or plane. Travel may range from driving/riding a few miles to extended travel and overnight stays.

SPECIAL PERSONAL CHARACTERISTICS

- Influence, change, and strengthen the community. Set an example each day through positive and pro-social role modeling, utilizing dynamic security concepts through observation and building rapport.
- Willingness to play a significant role in the collaborative efforts toward rehabilitation and public safety enhancement.
- Ability to facilitate conversations as a coach and mentor, engaging in a respectful and understanding manner.
- Ability to build trust, improve communication, and assist with the transformation of correctional culture.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

CONSEQUENCE OF ERROR

- Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE