State of California
Department of Pesticide Regulation
POSITION DUTY STATEMENT
DPR-217 (Rev. 02/26)

Classification	**Position Number**	**Location**
Accountant Trainee	814-701-4179-006	Sacramento (Headquarters)
Division/Branch	**Supervisor's Classification**	**Collective Bargaining Identification Designation (CBID)**
ASD / Fiscal, Audits, and Business Services Branch	Supervisor I	R01
Conflict of Interest Disclosure: ☐ **Yes** ☒ **No**	**Incumbent (If filled)** VACANT	

☐ **Job requires driving automobile**: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) ☐ **Managerial** ☐ **Supervisory** ☐ **Lead Person** ☒ **None**

Direct Supervision Exercised:		**Indirect Supervision Exercised:**	
No. of Employees	**Classification Title**	**No. of Employees**	**Classification Title**

I have read and discussed these duties with my supervisor.

Employee Signature	Date

I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date

Incumbent: VACANT
Classification: Accountant Trainee
Position Number: 814-701-4179-006

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the close supervision of the Supervisor I, the Accountant Trainee is responsible for the preparation, review, reconciliation and analyzing of all types of accounts and records of financial transactions pertaining to the Office Revolving Fund and travel activities. Incumbent will process Travel Expense Claims (TECs), validate and schedule payments in Fi$Cal, maintain invoice files and logs and act as a liaison between accounting and program staff. Incumbent will independently identify correct funding information charged for each travel claim/invoice utilizing the appropriate Chart of Accounts (COA) codes. May also receive direction from the Associate Accounting Analyst (team lead). As a member of the Fiscal, Audits, and Business Services Branch, the Accountant Trainee contributes and participates in positive team-building efforts and customer relations through quality services; uses resources effectively in meeting and exceeding customer quality service expectations, delivering services that are innovative and sensitive to customer needs. In a team environment, responds dynamically to service responsibilities and work cooperatively with staff by providing coverage in the absence of other team members. Abides by work rules, accepts constructive criticism, and maintains cordial, effective professional working relationships with all those contacted during work. **ESSENTIAL FUNCTIONS:**
35%	Audits in-state/out-of-state travel expense claims (TEC), and relocation expense claims for accuracy, appropriateness and compliance with the Government Code, State Administrative Manual, CalHR's travel reimbursement guidelines, and the department's policies and procedures. Creates and issues revolving fund checks for travel, salary and expense advances including training and miscellaneous vendor advances. Creates vouchers for each TEC for payment. Processes replenishment vouchers in Fi$Cal for all travel claims that had an advance issued, prior to the trip. Reconciles open documents with payment activity to the Fi$Cal's document file monthly.
30%	Posts Office Revolving Fund transactions by utilizing the Fi$Cal system and following procedures. Creates and posts checks for Salary, Travel and other Misc. Expense Advances. Reviews, audits and verifies all expenditures for Parking and Transit invoices and reconciles against SCO deduction list. Processes TECs on a continuous basis to ensure travelers are reimbursed timely for travel expenses. Serves as the departmental travel liaison by assisting travelers with questions/concerns, conducting research and working with the team lead to resolve complex travel issues.
20%	Researches inquiries from vendors and program staff regarding payment history and payment status of invoices and TECs. Processes Accounts Payable invoices for travel, including monthly bank travel charges, car rental expenses and other misc. expenses billed to the department. Interacts with program Point of Contacts (POC) to resolve problems relating to expenditure postings and corrections.
10%	Attends quarterly travel coordinator meetings with Department of General Services (DGS) for all travel and contract updates. Informs travelers of any new rules, regulations or policy changes. Reviews and revises the Department's Travel Guide with updated changes to rules and regulations.

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5%	**MARGINAL FUNCTIONS:** Performs other duties as required in accordance with the classification. **WORKING CONDITIONS:** The incumbent will work in a high-rise building, under artificial lighting; and sit for moderate periods of time. The incumbent will be required to move and lift equipment up to 25 pounds; stand for up to eight hours facilitating projects, meetings, task forces, and travel throughout the State. **CRITICAL JOB COMPETENCIES:** Communication (oral, written, organizational, non-verbal) - Make clear and convincing oral presentations to individuals or groups; inform, persuade, and build consensus; know the audience; facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; Avoid mixed messages; apply business-writing principles to all written communications. Transparency - Build a community of shared values that supports and ensures the fair exchange of information up, down, and across the organization; serve as a model of transparency by being the "connector"; view transparency not as a threat but as a great potential for creating a level playing field. Self-motivation - Optimism, Sustained Commitment, Perseverance, Patience - Demonstrate a bias toward optimism and maintain sense of humor; retain stamina and bounce back from setbacks; view mistakes as opportunities for growth/positive learning experiences. Emotional Intelligence/Interpersonal Awareness - Demonstrate recognition of and compassion for the various psychological and emotional needs of people; express feelings clearly and directly; balance feelings with reason, logic, and reality; initiate and develop relationships with others as a key priority; enroll in the journey and engage their energies and emotions in the goals of the organization. Decisiveness - Make decisions in a decisive and timely manner; willingly share decision-making with management; accept accountability for decisions; perceive impact and implications of decisions; take action consistent with available facts, constraints, and probable consequences. Technical Credibility - Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise; integrate technology into the work to improve program effectiveness; possess up-to-date knowledge in the profession and industry and access other expert resources when appropriate; translate concepts and ideas into strategies and action steps. Problem-Solving - Persevere in the face of obstacles such as diminishing financial resources; there is more than one way to get to the destination; anticipate problems and encourage a culture of proactive problem-solving; ensure a comprehensive evaluation of the costs and benefits of all options in

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	determining the preferred solution. Customer Service Orientation - Balance interests of a variety of clients, internal and external; readily adjust priorities in response to changing client needs; put in place systems and processes to ensure clients receive high-quality information, that their feedback is acted upon, and that their complaints are handled effectively; develop trust and credibility with the client. Flexibility/Adaptability - Readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; shift gears comfortably. Partnering/Networking - Develop networks and build alliances; participate in cross-functional activities to achieve organizational objectives; keep administrative branches informed of program priorities, needs, and issues to effect responsive service. Teamwork - Facilitate and maintain cooperative working relationships; work toward the accomplishment of group goals; value and encourage the input and expertise of others; foster commitment, team spirit, pride, and trust.