# JOB DESCRIPTION AND POSITION CLASSIFICATION

| CLASSIFICATION | DWR POSITION NUMBER | SAP POSITION NUMBER | MCR |
|---|---|---|---|
| **Accountant Trainee (Permanent Intermittent)** | **0252-4179-900** | **50022293** | **1** |

| APPOINTEE | SAP PERSONNEL NO. | DIVISION/SECTION |
|---|---|---|
| **Vacant** | | **Fiscal/GAO-Cash Receipts** |

COLLECTIVE BARGAINING IDENTIFIER

| Management Related BU: | Supervisory Related BU: | Confidential Related BU: | Rank and File BU: |
|---|---|---|---|
| ☐ | ☐ | ☐ | ☑ **R01** |

| RESPONSIBILITIES EXERCISED | IMMEDIATE SUPERVISOR (Print) | SUPERVISOR'S CLASSIFICATION |
|---|---|---|
| ☐ Supervisory ☐ Lead Person | **Matthew Brink** | **Accounting Administrator I (Supervisor)** |

| APPROVED BY (Personnel Analyst's Name) | DATE |
|---|---|
| **Tammy Geer** | **10/28/2026** |

| *Percent of Time* | *Activity* |
|---|---|
| | **POSITION SUMMARY**<br><br>**The Accountant Trainee-Permanent Intermittent in the Cash Receipts Section functions in a learning capacity and receives close supervision from the Accounting Administrator I (Supervisor), in performing the duties relating to cashiering and banking activities of the Department.**<br><br>**ESSENTIAL FUNCTIONS**<br><br>**This position requires the incumbent to handle sensitive employee information and have strong customer services skills; work cooperatively with others, including Division staff, control agencies and bank representatives; maintain regular, consistent, predictable attendance; exercise good judgment; communicate effectively. The specific duties are as follows:** |
| **45%** | **Assist in the processing of incoming payments. Prepare initial entries into SAP for these posting within one day of receipt of payment. Conduct research, reason logically, and solve the least complex accounting problems by having an understanding and interpretation of the goals, mission, laws, rules and policies of the State and the Department. Enter cash receipts in the form of currency, checks, and wire transfers to the State Treasurer's Office (STO) utilizing the Department's enterprise software system, SAP, determine the general ledger cash account used for the type of cash received. The specific types of cash receipts include:**<br>**. Dam Fees**<br>**. Reimbursable contracts**<br>**. State Water contractor annual billings**<br>**. Bond cover**<br>**. Employee accounts receivable**<br>**. Clearing travel advances**<br>**. Clearing salary advances**<br>**. Cash repayments related to travel expense claims**<br>**. Local Project Assistance Loans** |

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

| SUPERVISOR'S NAME (Print) | SUPERVISOR'S SIGNATURE | DATE |
|---|---|---|
| **Matthew Brink** | ➢ | |

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

| EMPLOYEE'S NAME (Print) | EMPLOYEE'S SIGNATURE | DATE |
|---|---|---|
| | ➢ | |

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| | **. Maintenance Areas**<br>**. Leases**<br>**. Abatements**<br>**. Water Master billings**<br>**. Well Logs**<br>**. Jury Duty**<br>**. Encroachment permits.**<br>**. Snow Surveys**<br>**. Oil/Gas Royalties**<br>**. Van Pool/Bus Passes**<br>**. Automatic Payroll Offset / Correction (APO/APC)**<br>**. Redeposited warrrants**<br>**. Letter of Credit**<br>**. Wheeling**<br>**. Turnout billings**<br>**. Other Miscellaneous receipts including unidentified cash** |
| **25%** | **Research cash received that is unidentified to assure proper recording of accountability. Input data accurately for various cash accounts and ensures compliance with State Controller's Office (SCO) requirements for the various types of cash the Department collects. Maintain fiscal accountability of the salary advance account by reconciling and clearing the cash received with the original employee salary advance disbursed. Clear offsetting account entries in the Office Revolving Fund cash account of reimbursed obligations to facilitate the monthly bank reconciliation process and to keep the account manageable. Preserve a cooperative environment working with Employee Payable staff and Personnel staff to ensure timely collections and processing of salary advances and employee accounts receivable.** |
| **15%** | **Prepares bank deposits in a timely and accurate manner in order to expedite the reconciliation of the Department's account and to maximize interest earnings. Assists in the analysis of any adjustments and corrections of overstated or understated deposits and communicate with the Bank Government Service Unit, State Treasurer's Office. Drop off stop payment or submit TC-30 to State Treasurer's Office (STO) when needed. Communicate and make arrangements with the bank regarding dishonored checks. Maintain a spreadsheet of all dishonored checks and their disposition. Respond verbally or in writing to inquiries from Bank of America as directed.** |

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| **10%** | **Assists the remittance processor by providing information to ensure proper remittance to the STO and the SCO for approval by the Senior Accounting Officer. Input data in SAP to record journal entries received from the State Controller's Office for Office Revolving Fund replenishment schedules, payroll offset entries, and for Franchise Tax Board offsets before the end of each month. Assists journey-level accountants in the analysis of transactions for compliance with State rules and regulations established by State Administrative Manual (SAM), Department Administrative Manual (DAM), Uniform Codes Manual (UCM), California Department of Human Resources (CalHR), Victim Compensation and Government Claims Board (VCGCB), Bargaining Unit Contract Memorandum of Understanding (MOU), and SAP end user procedures.** |
| **5%** | **Resolve help desk tickets assigned and inquiries received relative to the cash receipts function. Research and gather information for special assignments as necessary. Other duties as required related to the Cash Receipts section. Attend meetings and training as assigned.** |

**KNOWLEDGE, SKILLS, AND ABILITIES**

*** Strong organizational and time management skills with the ability to multi-task**
*** Ability to navigate and research in an automated accounting system**
*** Understand the State Governmental Accounting practices related to cashiering, banking, and collection practices per SAM section 8000 and UCM section REC-1 State Governmental Accounting practices**
*** Ability to analyze the financial activity recorded in SAP and understand the relationship to the various modules**
*** Maintain regular, consistent, and predictable attendance and exercise good judgment**

**SPECIAL REQUIREMENTS**

**This position may require the incumbent to work part time with maximum 6 hours per day and a maximum 1,500 hours per year and to limited vacation during the month of April to June to ensure fiscal year end responsibilities are met.**

**All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.**

**The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position.**