California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Accountant Trainee		**Accountant Trainee**	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
FMD/Accounting Branch/General Fund Accounts Payable Unit		**Sacramento, CA - Headquarters Office**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Rank and File	**01**	**2**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☒ Yes ☐ No	☐ Yes ☒ No	**None**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-371-4179-098	

The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the close supervision of an Accounting Administrator II, the Accountant Trainee, in a training and learning capacity, performs professional accounting work in establishing, researching, analyzing, monitoring, and maintaining transactions, accounts, and financial records for the Accounting Branch. Responsibilities and duties include but are not limited to processing and recording transactions using Microsoft Office suite software, the Financial Information System for California (FI$Cal), and other accounting information systems. The Accountant Trainee will engage in daily communication and establish working relationships with other California Department of Tax and Fee Administration (CDTFA) team members, units, and/or outside agencies, such as the State Controller's Office (SCO) and the Department of General Services (DGS). Learns, recognizes, and follows proper internal controls and separation of duties within the Accounting Branch to ensure the safety and integrity of departmental records, transactions, and assets. May perform work duties in the expenditure units and/or Revenue Section.

Candidate must be able to perform the following essential job functions with or without reasonable accommodation.

PERCENTAGE OF TIME SPENT	DUTIES
40%	**ESSENTIAL JOB FUNCTIONS** Under Processes the daily and monthly payroll distribution for CDTFA team members. Works closely with Human Resources Bureau staff to resolve sensitive problems and verifies payroll distribution documents are processed correctly and expeditiously. Verifies that the accounting procedures are compliant with Bargaining Unit Contracts, the State Controller's Office Payroll Procedures Manual and CalHR payroll distribution policies and rules. Advises management on specific payroll distribution issues. Prepares monthly reports for management and reconciles the subsidiary account. Maintain the salary subsidiary ledger and other salary related transactions. Issues salary advances: split garnishments to other agencies as ordered. Perform thorough research and follow up on salary related issues working closely with the Human Resources Branch; perform end-of-month reconciliation on the outstanding salary balances; prepare reports; update of the master payroll distribution listing; meet time deadlines to ensure all employees receive master payroll warrants timely on pay day.
25%	Prepares collection letters for salary advances and payroll overpayments to employees in compliance with SAM procedures; documents collection activities and update the accounts receivable payroll database; establishes payment arrangements. Maintain the Report of Employee Separation/Clearance process to verify outstanding balances for salary, payroll. Initiate contact with current and separated employees, other State agencies, legal staff, and other representatives as necessary to collect money owed to the California Department of Tax and Fee Administration/Board of Equalization. Establish payment arrangements; document collection activities; update the accounts receivable payroll database; discharge uncollectible debt and apply policies, guidelines, regulations using the PPM, SAM, DOF AR Toolkit, appropriate government codes to ensure compliance. Timely reconciliation of accounts receivables monthly, ensuring registers are complete and reports are generated and provided to the appropriate personnel. Maintain payroll account receivables documents received from SCO (half sheets, AROs, APOs, STD674s, AMRs).

	Receive documents from HRB and SCO to set up payroll account receivables and enter into the payroll accounts receivable database and into the financial accounting system (FI$Cal). Receive payments towards payroll Accounts Receivables. Assist with any Payroll AR inquiries.
20%	Learns how to originate financial cost accounting transactions for various departmental programs. Records and reconciles daily disbursement information to the automatic accounting system; reconciles and maintains general ledger for various funds. Reviews and prepares invoices and claims for payment by the State Controller's Office (SCO). Assists in researching and analyzing expenditures for proper cost accounting as well as compliance with all statutory and State of California requirements. Informs supervisors about the condition of accounts, timeliness of transactions, and status of claims, and makes recommendations on resolving specific problems. Assists in updating accounting systems and databases.
10%	Research special projects and issues relating to the Revolving Fund activities. Gathers accounting data to assist management in their financial and policy decisions. Prepares reports to management and advises the Accounting Administrator II in the development of new procedures and enhancements to existing programs and process.
5%	**MARGINAL JOB FUNCTIONS** Performs other accounting duties as required, including, but not limited to filing, research on special/accounting fiscal topics, and backup support services in the Financial Management Division, including but not limited to entering data, editing documents, scanning, photocopying, delivering documents to the SCO or other CDTFA units, answering accounting mail. Assisting other Accounting Branch Areas as needed.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*:

Work Environment:

- The position may be located in a high-rise building.
- Office setting with artificial light and temperature control.

Physical Abilities:

- Daily access and use of a personal computer and telephone is essential.
- Frequent use of an elevator and/or the ability to ascend/descend stairs up to eight (8) stories.
- Stationary position requirements consistent with office work.

Additional Requirements/Expectations:

- Required to work mandatory overtime during peak periods.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above-named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE

HRB Approval Date: 11/06/2026	**C&P Analyst Initials: EH**