State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Accountant Trainee	549-070-4179-005
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Accounting Services	Accountant Trainee	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
General Ledger	Headquarters - Sacramento	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Accounting Administrator I (Supervisor)

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under close supervision of an Accounting Administrator I (Sup), the incumbent will be training to learn governmental and non-governmental activities, departmental systems, developing interpersonal skills, understanding the roles of the State's Control agencies, and performing the following duties:

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.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
40%	Post entries to FI$CAL using journal entries from the State Controller's Office (SCO). Assist in monthly fund reconciliations of various funding sources in FI$CAL to SCO's. Learns to perform reconciliations on cash related accounts, subsidiary documents. Learns to review accounting systems and controls to ensure that the transactions are properly processed and that the entries in the two systems match. Reviews SCO report of journal entries to ensure matching entries exist between FI$CAL and the SCO and that entries are posted in the correct amount to the proper account. Identifies, researches, and reconciles items of discrepancies and notifies appropriate staff of needed corrections to FI$CAL and SCO. Monitors funding sources for any over-expenditures. Work with program staff to correct and identify over-expended activities. Identifies system issues, determines system shortcomings, and provides reports or briefings to inform management all in a learning capacity.
30%	Year-End Financial Statements: Assist in Year-End Financial Statements preparation of all required reports for all funds. Coordinates the accrual items such as invoices for reimbursements and expenditures for regular disbursements. Researches and resolves reconciling items with other accounting, Financial Planning, or budget staff. Gathers and analyzes year-end accrual information for conformance with budgetary and legal basis financial reporting.
15%	Reconcile monthly FI$Cal appropriation and revenue balances with the State Controller's Office (SCO) for assigned funds. Reconcile monthly cash balances with SCO, Cash in State Treasury (1140). Research and correct outstanding items.
10%	Special Projects and Other Responsibilities: Conducts basic research in FI$CAL using various reports and queries to ensure transactions are posted properly. Reports any transaction discrepancies or suspended transactions to management. Review discrepancies to determine the most appropriate coding and information required to correct discrepancies and reconciling items. Serves as backup to other accounting staff.

MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

TELEWORK DESIGNATION
This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

None

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE