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/Travel Services 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-XXX	

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 I (Supervisor), 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) employees, 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
50%	**ESSENTIAL JOB FUNCTIONS** Assists in auditing and processing claims and transactions and prepares transmittals. Downloads reports from various accounting systems for review, and compiles data into reports for management, other units and outside agencies. Performs technical accounting work in compiling registers, journals, subsidiary ledgers, and worksheets for various accounts using multiple information systems. Prepares reconciliations. Identifies erroneous postings and performs the necessary corrective action. Contacts vendors and CDTFA and the Board of Equalization (BOE) units to resolve discrepancies. Assists the Accounting Officer (Specialist) and other accounting staff in developing processes and procedures to improve efficiency and to minimize errors. Informs management and supervisor about opportunities for improvement.
25%	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 accounts. Reviews and prepares invoices and replenishments 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, status of claims, and makes recommendations on resolving specific problems. Assists in updating accounting systems and databases.
10%	Assists with and monitors special accounting and research projects. Performs technical work in compiling data and preparing financial reports for CDTFA and BOE management. Becomes familiar with and assists in the establishment and implementation of new and/or enhanced computer programs. Prepares communication related to accounting correspondence, memos, and reports to other divisions within CDTFA and Control agencies.

10%	Becomes familiar with Accounting Branch duties to develop a working knowledge of the various functions performed. Assists journey-level accounting staff in the development of new procedures and enhancements to existing programs and processes.
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, entering data, editing documents, scanning, photocopying, delivering documents to the SCO or other CDTFA units, answering accounting phone calls, opening accounting mail.

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

Work Environment:

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

Physical Abilities:

- Daily access and use of personal computer, office equipment and telephone.
- Frequent use of an elevator and/ or ascend/ descend stairs up to eight (8) stories.
- Must be able to remain in a stationary position, consistent with office work, for extended periods of time.

Additional Requirements/Expectations:

- Requires to work occasionally over time.

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: 11/11/2026	**C&P Analyst Initials: EH**