STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER 31445	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fiscal Services	
UNIT NAME DGS Accounting - GL	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Accountant Trainee	POSITION NUMBER 306-234-4179-700	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday, 8:00 am to 5:00 pm (flex)	TENURE Permanent	
WORKING TITLE Accountant Trainee	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the supervision of an Accounting Administrator I (Supervisor), the Accountant Trainee performs, in a learning capacity, accounting functions at the entry level for assigned DGS program offices. The Accountant Trainee performs all tasks in accordance with Office of Fiscal Services guidelines, Governor's Budget, Department of Finance rules and regulations, State Controller's Office (SCO) policies, State Administrative Manual, and state and federal laws.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Reviews and analyzes fiscal accounting data and forecast revenues, reimbursements and expenditures through the end of the fiscal year, in a learning capacity, by comparing source documents received from DGS program offices, vendors, and customers, in order to prepare the less difficult financial statements and reports utilized by program offices, SCO, and Department of Finance (DOF), to ensure the availability of sufficient funds to meet DGS program office's operational requirements.
30%	Reconciles less difficult accounting records by cross referencing records in Financial Information System for California (FI$Cal) with SCO records and balances on monthly basis to ensure accurate and timely financial information, in order to prepare year-end financial statements utilized and required by DGS program offices, SCO, and DOF in conformance with the budgetary, legal, and

PERCENTAGE	DESCRIPTION
	Generally Accepted Accounting Principles.
15%	Researches, recommends, and provides alternatives on the less difficult accounting issues in a timely manner by directly communicating with or assisting in collaboration with DGS program offices, accounting staff, and Budget Office, in order to verify completion and resolution of accounting issues, to ensure customer satisfaction.
10%	Develops and maintains internal and external directive procedures in order to assist staff and guide DGS end-users in performing newly implemented tasks in FI$Cal, and to ensure the timely resolution of any accounting issues.
5%	Maintains Chart of Accounts in FI$Cal in order to provide the foundation for accurate financial data utilized by accounting staff, DGS program offices, SCO, and DOF, to ensure fiscal integrity.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Provides back-up support to staff in their absence, and performs duties as assigned by developing, maintaining, updating tracking spreadsheets, desk manuals, work status report, assisting in special projects, and training new staff in order to assist with workload needs to ensure work is completed timely for DGS program offices in accordance with office guidelines.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

• Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
• Ability to remain at workstation for an extended period of time.

DESIRABLE QUALIFICATIONS

☐ Current
☑ Proposed

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED