



DUTY STATEMENT

Classification: Accountant Trainee		Position Number: 161-4179-004
Division/Office/Section: Admin and Finance/Accounting/General Ledger		
Location: Sacramento	Effective Date:	
Employee's Name:	Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Supervisor's Name:		
Collective Bargaining Identifier (CBID): R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general supervision of the Accounting Administrator I over Accounts Payable, will be responsible for the scheduling of payments for grants, to the State Controller's Office. This involves working with a multidisciplinary range of staff to ensure that all disbursements are made in accordance with all governing rules, policies, and procedures as well as working with vendors/grantee/staff to answer inquiries as to the status of payments. Position works extensively in Calstars, the Grant Management Program, and Excel. Disburse Loans and track payments against long term liability.

ESSENTIAL FUNCTIONS

- 25%** In a trainee capacity maintain hard agreements and payment requests as applicable. This includes recording transactions such as payments, advances, retentions, and document balances in a tracking log. Regularly verify that file balances in the file agree with Calstars general ledger balance detail for each appropriation and funding fiscal year, and that all other subsidiary databases are all in agreement. Follow up on final payment requests after expiration of agreement term. Archive closed documents.

- 20%** In a trainee capacity respond to customer inquiries and research accounting history to resolve discrepancies in payments or document balances. Respond to the requests from the Department of Finance Auditors by creating and sharing reports and financial data to conduct audits. Act as a liaison between accounting and program staff to provide assistance, answer questions, and coordinate information related to grant/loan payments and grant encumbrances. This could include reading and interpreting policy manuals, legislative guidelines, departmental manuals or other written materials in order to determine relevant facts for staff, claimants, etc.

- 10%** In a trainee capacity perform preliminary audit on multi-funded or complex grant and loan payments. Analyze grant/loan payment requests to ensure that all documents are approved by authorized individuals and that requests do not exceed agreement or encumbered balances. Verify computations including retention if applicable. Work with program managers and liaisons to resolve discrepancies.

- 10%** In a trainee capacity analyze individual appropriation, funding fiscal year, and general ledger balances to determine appropriate transaction codes and posting sequence to make the disbursements. Post payments to the Calstars accounting system and prepare claim schedules for approval. Prepare posting tags, verifying vendor numbers and addresses in Calstars, and verifying that funding information is consistent with original source documents.

MARGINAL FUNCTIONS

- 10%** In a trainee capacity reconcile prepayments (gl 1730/1740) monthly. Follow up on all outstanding prepayments, and ensure appropriate liquidation and/or billing takes place with respect to fiscal year. Perform computations in order to reconcile/verify account balances. Work with program staff and grant managers to resolve outstanding balances.

- 10%** In a trainee capacity reconcile standard Department funds, which include multiple continuous and non-continuous appropriations. Reconciliations require adjusting SCO cash basis account balances to compare to Departmental modified accrual account balances for funds. Verify appropriation balances are not over expended, and that general ledger postings are consistent with the Budget Act/Statute for which the appropriation was created. Perform/follow up on corrections as needed. Monitor appropriation postings and ensure that fiscal year postings are correct and make adjustments as necessary.
- 5% In a trainee capacity assist in the preparation of year -end accruals and year-end financial statements.
- 5% In a trainee capacity backup to Contracts and Accounts Payable desk
- 5% In a trainee capacity assist on special projects as required.