STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

GS 907T (REV. 03/05)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY

INSTRUCTIONS: Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.	RPA-**11320** **OFS/SRF**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES	POSITION NUMBER (Agency - Unit - Class - Serial) 306-234-4179-925
UNIT NAME AND CITY LOCATED SRF FISCAL SERVICES – West Sacramento	CLASS TITLE ACCOUNTANT TRAINEE
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 THIRD STREET, 10TH FLOOR
PROPOSED INCUMBENT (If known) **VACANT**	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

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.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under close supervision of an Accounting Administrator I (Sup) in the Service Revolving Fund (SRF) General Ledger Unit, the incumbent performs, in a learning capacity, the proper recording, reconciliation, and reporting of accounting information and appropriations while maintaining the proper internal controls.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
	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. All work will be accomplished in accordance with the guidelines of the Department of General Services (DGS), State Administrative Manual (SAM), Board of Control rules, California Human Resources (CalHR) rules, Government Code, Bargaining Unit agreements, Internal Revenue Service (IRS) withholding requirements, and State Controller's Office (SCO) rules and regulations.
35%	**ESSENTIAL FUNCTIONS** Utilizing Microsoft Office and Oracle Activity Based Management System (ABMS), in order to provide accurate and timely financial information of recording activities for less complex funds to clients in compliance with State and Federal laws, the incumbent will perform the following: • Prepare and establish journal entries based on analysis of source documents (direct transfers, State Controller's Office (SCO) journal entries, transfers, cash receipts, etc.) and determine the proper accounting treatment for posting to the General Ledger and for reflection in all financial reports that utilize General Ledger balances. • Review and analyze General Ledger account balances for accuracy and reliability. • Prepare year-end accruals to adhere to Budgetary-Legal Basis and Generally Accepted Accounting Principles (GAAP) Basis accounting rules. • Reconcile and maintain the General and Subsidiary Ledgers in order to ensure the accuracy and reliability of all financial reports that rely on these ledgers.

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Juying (Joann) Liang		

EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*
30%	Utilizing Microsoft Office and Oracle Activity Based Management System (ABMS), in order to provide accurate and timely financial information of reporting functions for less complex funds, the incumbent will perform the following: • Prepare monthly and year-end financial statements and management reports based on reconciled data (against SCO and the subsidiary ledgers) in the General Ledger. • Provide information to the DGS Internal Auditors or to Bureau of State Audits staff to ensure that DGS continues to adhere to SAM and Governmental regulations and rules. • Develop, run and implement various financial reports that assist DGS programs, management, and other entities that rely on DGS financial data for their daily operations.
30%	In order to provide client relation services to DGS offices and customers, the incumbent will perform the following: • Serve as an account manager in order to keep clients informed of fiscal matters utilizing State's resources such as the State Administrative Manual, Government Codes, Budget Letters, and CalHR rules. • Serve as a liaison between the various Accounting Office units, Budget Office, and assigned DGS Offices relating to accounting issues/problems. • Coordinate the appropriate actions needed to adjust or correct discrepancies in the accounting records and make recommendations to supervisors for improvements to accounting processes to ensure that similar discrepancies are minimized. • Protect the State's assets by advising DGS offices and customers on separation of duty of functions.
5%	**MARGINAL FUNCTIONS** Utilizing MS Office, in order to ensure accurate and timely completion of accounting functions, the incumbent will perform the following: • Prepare work status reports. • Acts as back up to other unit staff in their absence in order to ensure that the needs of the unit are met by assisting with workload needs and assisting customers as needed in accordance with office guidelines. • Maintain and update the desk manuals. • Represents the branch or division on departmental/divisional/branch teams. • Review procedures for effectiveness and efficiency and recommend changes that promote innovative solutions to meet customer needs.
	KNOWLEDGE AND ABILITIES ***Knowledge of:*** Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law. ***Ability to:*** Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish and maintain cooperative relations with those contacted in the work; and speak and write effectively. **SPECIAL PERSONAL CHARACTERISTIC** • Ability to qualify for a fidelity bond. **DESIRABLE QUALIFICATIONS:** • Communicate in a clear and concise manner both orally and in writing. • Ability to act independently. • Ability to organize, set priorities, and work on multiple tasks. • Ability to work under time constraints and focus attention on detail. • Follow directions from supervisors. • Focus attention on detail. • Be punctual to work and demonstrate good attendance, follow work rules.

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	• Ability to work effectively to meet deadlines. • Preferred additional education includes courses in statistics, business finance, mathematics, college composition, speech/oral communications and/or business composition. • Provide excellent customer service. **INTERPERSONAL SKILLS:** • Efficiency, conscientiousness and professionalism. • Effectively interact with all levels of staff. • Interact successfully in a team environment. • Foster a team environment and provide positive direction. • Ability to take and follow directions from supervisors. • Ability to act independently, display open-mindedness, flexibility and tact. • Promote and be accountable for customer satisfaction and quality service. **ADDITIONAL QUALIFICATIONS:** • Flexible and adaptable to change. **WORK ENVIRONMENT, PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:** • Appropriate dress for professional office environment. • Ability to effectively work under stress and deadlines. • Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation. • Requires effectiveness in completing assignments with deadlines and changing priorities. • Ability to sit for extended period of time.