

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-11615-
OFS/CFS

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES	POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-4179-925
UNIT NAME AND CITY LOCATED CONTRACTED FISCAL SERVICES – West Sacramento	CLASS TITLE ACCOUNTANT TRAINEE
WORKING DAYS AND WORKING HOURS Monday through Friday 7:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, West Sacramento, 6 th Floor
PROPOSED INCUMBENT (If known)	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 Contracted Fiscal Services (CFS) Accounts Receivable Unit, the incumbent, in a learning capacity, assists in 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. <i>(Use additional sheet if necessary)</i>
------------------------------------	---

	<p><i>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.</i></p> <p>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.</p> <p>ESSENTIAL FUNCTIONS</p>
35%	<p>Utilizing Microsoft Office, Financial Information System for California (FI\$Cal), and the Accounts Receivable (A/R) procedures, in order to process invoices and warrants-related transactions, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Issue warrants to CFS Client Agencies and employees for refunds caused by billing errors or return of funds, Franchise Tax Board (FTB)/IRS garnishments, Travel and Salary advances. • Process paperwork to cancel warrants that are stale-dated or no longer valid in order to return the cash to the Office Revolving Fund or General Cash. • Print and mail paper invoices to all non-EFT clients and Notice of EFT statements to all EFT clients.
30%	<p>Utilizing Microsoft Office, Financial Information System for California (FI\$Cal), and the Accounts Receivable procedures (A/R) procedures, in order to process Accounts Receivable Module related transactions, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Enter cash receipts, receipt adjustments, employee warrants or checks to clear employee advances for travel, salary, transit pass, and cash purchase fund in order to clear payroll accounts receivables.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**SUPERVISOR'S NAME (Print)**

Mary Ye

SUPERVISOR'S SIGNATURE**DATE****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**

DUTY STATEMENT

GS 907T (REV. 03/05)

% 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. <i>(Use additional sheet if necessary)</i>
30%	<ul style="list-style-type: none"> • Process payroll adjustments in order to reimburse the department for overpayments established as payroll accounts receivable. • Record receipt of the employee's SCO payroll warrant or personal check and apply a portion to the invoice, and remit that portion to the State Treasurer to adjust the employee's taxable income. <p>Utilizing Microsoft Office, Financial Information System for California (FI\$Cal), and the Accounts Receivable (A/R) procedures, in order to help safeguard States A/R related transactions, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Record the application of prepayments to salary and travel advances in order to properly reflect outstanding salary and travel advances that were issued to CFS Client Agency' employees. • Record the closing of cash purchase funds and change funds in order to properly reflect the correct outstanding petty cash amounts and maintain internal control over those state resources. • Monitor the aging of A/R and works with program offices in order to clear outstanding receivables and to begin collection actions on delinquent accounts.
5%	<p><u>MARGINAL FUNCTIONS</u></p> <p>Utilizing MS Office, in order to ensure accurate and timely completion of accounting functions, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Prepare work status reports for management. • 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 desk manuals. • Review procedures for effectiveness and efficiency and recommend changes that promote innovative solutions to meet customer needs. <p><u>KNOWLEDGE AND ABILITIES</u></p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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.</p> <p><u>SPECIAL PERSONAL CHARACTERISTIC</u></p> <ul style="list-style-type: none"> • Ability to qualify for a fidelity bond. <p><u>DESIRABLE QUALIFICATIONS:</u></p> <ul style="list-style-type: none"> • 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. • 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. <p><u>INTERPERSONAL SKILLS:</u></p> <ul style="list-style-type: none"> • Efficiency, conscientiousness and professionalism. • Effectively interact with all levels of staff. • Interact successfully in a team environment.

DUTY STATEMENT

GS 907T (REV. 03/05)

% 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. <i>(Use additional sheet if necessary)</i>
	<ul style="list-style-type: none">• 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. <p><u>ADDITIONAL QUALIFICATIONS:</u></p> <ul style="list-style-type: none">• Flexible and adaptable to change. <p><u>WORK ENVIRONMENT, PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES:</u></p> <ul style="list-style-type: none">• 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.