

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-**10786**-
OFS/SRF

EFFECTIVE DATE:

| | |
|--|--|
| DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES | POSITION NUMBER (Agency - Unit - Class - Serial) 306-234-4179-xxx |
| 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) 306-234-4546-040 |

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) Disbursements 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)

| | |
|-----|---|
| 35% | <p>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.</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> <p>Utilizing Microsoft Office (MS) and Oracle Activity Based Management System (ABMS), in order to distribute payroll checks to the OFS check release window, the incumbent will perform the following:</p> <ul style="list-style-type: none"> Review the release forms received from the Office of Human Resources (OHR) to ensure all payroll warrants and direct deposits are accounted for prior to delivering the warrants to the check release window. Review, analyze, and prepare requests for salary advances, salary cuts, deposit of warrants and checks for salary cuts and payment of receivables. File payroll process documents including but not limited to salary advance request documents, salary cut documents, and documents related to the repayment of payroll accounts receivables in the unit filing section. Identify all payroll related documents received from the State Controller's Office and distribute to both the Office of Human Resources (OHR) and to SRF Fiscal Services staff for filing or taking necessary action. |
| 35% | <p>Utilizing MS Office and ABMS, in order to process payments to vendors and employees' travel expense claims through the SCO, the incumbent will:</p> <ul style="list-style-type: none"> Perform the Claim Schedule Batch Process by processing payment batches by claim schedule pay groups, assigning claim schedule numbers, preparing batch logs and entering batched into the log book, and releasing claim schedules. |

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

| | | |
|---|------------------------|------|
| SUPERVISOR'S NAME (Print) Ginger L. Bisig | 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)

RPA- 10786-OFS/SRF

| % 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> |
|-----------------------------|---|
| 25% | <ul style="list-style-type: none"> • Perform the Claim Schedule Process by filing invoices alphabetically, auditing and matching invoices to claim schedules, and assembling and tying claim schedules. <p>Utilizing MS Office, ABMS, and Piracle check writing software, in order to run Check Batch Processes for Travel Expense Claims (TEC), Employee Salary Advances, Travel Advances, Vendor Advances, Refunds and all other DGS checks, the incumbent will perform the following:</p> <ul style="list-style-type: none"> • Execute an ABMS process to create a check file that contains all the details of the checks that need to be issued. • Review and analyze the check file for any errors or discrepancies and resolve based on procedures. • Transfer the check file to a secure computer and printer by using the FileZilla program. • Print the checks by using the Piracle check writing software. • Review each check and ensure that the amounts match the totals and payees on the check file. • Identify unit codes on each check, organize and distribute checks to the Program Support Accounting Services (PSAS) check distribution window for either pick-up or mail via US Mail or by Fed-Ex. <p><u>MARGINAL FUNCTIONS</u></p> <p>5% Utilizing MS Office, in order to ensure accurate and timely completion of accounting functions:</p> <ul style="list-style-type: none"> • Prepare 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><u>Knowledge of:</u> 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><u>Ability to:</u> 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. • Organize, set priorities, and work independently with a minimum of supervision. • Work under time constraints. • 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. <p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> • Efficiency, conscientiousness and professionalism. • Work well with a team and effectively interact with all levels of staff. <p><u>ADDITIONAL QUALIFICATIONS</u></p> <ul style="list-style-type: none"> • Flexible and adaptable to change. |

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA- 10786-OFS/SRF

| % 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><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. |