

**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 - 11394  
OFS/CFS****EFFECTIVE DATE:**

<b>DGS OFFICE OR CLIENT AGENCY</b> OFFICE OF FISCAL SERVICES	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-615-4179-988 (5 Positions)
<b>UNIT NAME AND CITY LOCATED</b> Contracted Fiscal Services (CFS) – West Sacramento	<b>CLASS TITLE</b> ACCOUNTANT TRAINEE
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday FLEX - 7:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 Third Street, 6 <sup>th</sup> Floor
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b>

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 a Senior Accounting Officer (Sup) in the Contracted Fiscal Services (CFS) Payables Unit, the Accountant Trainee performs, in a learning capacity, payment activities of assigned clients of an average difficulty 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><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, CalHR rules, Government Code, Bargaining Unit agreements, Internal Revenue Service (IRS) withholding requirements, and State Controller's Office (SCO) rules and regulations.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>Utilizing Microsoft Office and Financial Information System for California (FI\$Cal), in order to process payment to vendors through the State Controller's Office (SCO), the incumbent will perform the following:</p> <ul style="list-style-type: none"> <li>Participate in the audit, approval, and processing of invoice payments for compliance with various State rules and regulations and take corrective action in order to resolve any issues and present the invoice for payment.</li> <li>Validate charges on invoices against the contract or purchase document using FI\$Cal in order to ensure charges are accurate.</li> <li>Identify billing errors or inaccuracies and notify the CFS client agencies verbally or by email to correct the billing with the vendor and follow up to ensure charges were corrected on subsequent invoices.</li> </ul>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b> Xianghong Ye	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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30%	<ul style="list-style-type: none"> <li>• Accurately enter invoices into the FI\$Cal payables module in accordance with State accounting procedures in order to process payment to vendors through the State Controller's Office.</li> <li>• Confirm the accuracy of the coding of the payment or encumbering document based on the client's program and organization coding structure and the FI\$Cal Charts of Accounts.</li> <li>• Analyze the payment document to determine the payment method (revolving fund, expedite SCO claim, or normal SCO claim) to assist with timely payment of invoices in accordance with California Prompt Payment Act. Calculate and pay late payment penalties when necessary.</li> </ul> <p>Utilizing Microsoft Office and FI\$Cal, in order to process and pay employee travel expense claims through the SCO, the incumbent will perform the following:</p> <ul style="list-style-type: none"> <li>• Participate in the audit of travel claims for compliance with various State rules and regulations and take corrective action to resolve any issues and present the invoice for payment.</li> <li>• Analyze various rules and regulations on State business travel cited in CalHR, State Board of Control, Internal Revenue Service, SCO, Management Memos, and Administrative orders for their impact on employee travel and compensation.</li> <li>• Enter travel expense claims into the FI\$Cal payables module in accordance with State accounting procedures for payment through the SCO.</li> </ul>
30%	<p>Utilizing Microsoft Office and FI\$Cal, in order to analyze and research invoice issues identified in reports and logs, the incumbent will perform the following:</p> <ul style="list-style-type: none"> <li>• Review invoices (Hold Report, CFS client agencies Revolving Fund Outstanding Advance Report, Use Tax Liability Report, and the SCO Claim Cut Log) and work with CFS client agencies to resolve items on these reports to process payments to vendors, reimburse the revolving fund, and have accurate tax reporting.</li> <li>• Process outstanding advances and claim cuts to ensure prompt payment to vendors and employees.</li> <li>• Collaborate with control agencies, CFS client agencies, various units of the Accounting Office, and vendors regarding issues related to the payment of invoices and take corrective action in order to resolve any issues and present the invoice for payment.</li> <li>• Review and analyze open revolving fund items identified in reports and logs, notify management of any issues and take corrective action to resolve any issues.</li> </ul>
5%	<p><b><u>MARGINAL FUNCTIONS</u></b></p> <p>Utilizing MS Office, in order to ensure accurate and timely completion of accounting functions:</p> <ul style="list-style-type: none"> <li>• Prepare work status reports.</li> <li>• 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.</li> <li>• Maintain and update the desk manuals.</li> <li>• Represents the branch or division on departmental/divisional/branch teams.</li> <li>• Review procedures for effectiveness and efficiency and recommend changes that promote innovative solutions to meet customer needs.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b><i>Knowledge of:</i></b> 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>

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	<p><b><i>Ability to:</i></b> 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><b><u>DESIRABLE QUALIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Communicate in a clear and concise manner both orally and in writing.</li> <li>• Organize, set priorities, and work independently with a minimum of supervision.</li> <li>• Work under time constraints.</li> <li>• Follow directions from supervisors.</li> <li>• Focus attention on detail.</li> <li>• Be punctual to work and demonstrate good attendance, follow work rules.</li> <li>• Ability to work effectively to meet deadlines.</li> </ul> <p><b><u>SPECIAL PERSONAL CHARACTERISTICS</u></b></p> <ul style="list-style-type: none"> <li>• Ability to qualify for a fidelity bond.</li> </ul> <p><b><u>INTERPERSONAL SKILLS</u></b></p> <ul style="list-style-type: none"> <li>• Efficient, conscientiousness and professionalism.</li> <li>• Work well with a team and effectively interact with all levels of staff.</li> </ul> <p><b><u>ADDITIONAL QUALIFICATIONS</u></b></p> <ul style="list-style-type: none"> <li>• Flexible and adaptable to change.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL ABILITIES REQUIRED TO PERFORM DUTIES</u></b></p> <ul style="list-style-type: none"> <li>• Appropriate dress for professional office environment.</li> <li>• Ability to effectively work under stress and deadlines.</li> <li>• Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.</li> <li>• Effectiveness in completing assignments with deadlines and changing priorities.</li> <li>• Ability to sit for extended period of time.</li> </ul>