

Accountant Trainee

Essential Task Rating Results

1	Reconcile funds to ensure accurate postings to the proper general ledger accounts.
2	Prepare year-end accruals by coding and inputting outstanding invoices and estimates to reflect appropriate expenditures and receipts.
3	Analyze accounting records and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
4	Maintain records and support documentation for accountability in accordance with accounting and document retention policies and department procedures.
5	Prepare and/or post journal entries to record transactions and adjust general ledger accounts in accordance with the State Administrative Manual (SAM).
6	Audit and process vendor invoices to ensure payments are made accurately and timely in accordance with California Prompt Payment Act and the State Administrative Manual (SAM).
7	Process claim schedules to the State Controller's Office for reimbursements and to pay various types of obligations as mandated by Government Code and the State Administrative Manual (SAM).
8	Establish and maintain electronic and manual recordkeeping systems to monitor and track accounting activity in accordance with the State Administrative Manual (SAM).
10	Audit invoices and/or claims for completeness by determining proper balance, proper payment approval, necessary documentation, and stock receiving reports and match amounts encumbered prior to inputting data in accounting systems following standards, State mandated procedures, regulations and legislation.
11	Review various accounting reports to certify availability of funds, identify abnormal balances, monitor encumbrances and expenditures etc. to ensure accuracy of accounting system information and ensure compliance with rules and regulations.
12	Use computer systems and/or applications to access, create, edit, print, send, retrieve, or manipulate data, files or other information.
13	Develop and maintain desk procedures to provide guidance and compliance with departmental rules and regulations in carrying out work assignments.
14	Analyze and review source documents to determine appropriate accounting transactions.
15	Analyze financial records to identify and resolve discrepancies and bring accounting systems and financial records into balance.

16	Research inquiries and take necessary corrective measures.
17	Research and analyze accounts to provide information to vendors, departmental units, and other agencies using accounting systems in accordance with departmental procedures.
18	Organize and compile data and information into reports to ensure accurate and clear documentation.
19	Perform research, analysis, correction action and reconciliation of records to identify erroneous postings.
20	Perform arithmetic computations (including addition, subtraction, multiplication, division, and fractions) to process, summarize, verify, or present numerical data.
21	Calculate percentages, ratios, decimals, and proportions to process, summarize, or present numerical data.
22	Respond to daily telephone and email inquiries to provide information and answer questions for internal and external customers.
23	Provide information to management regarding accounting issues to assist in management decision making.
24	Communicate with other divisions and departments by providing and receiving information to meet project and work requirements.
25	Communicate with vendors over the phone and/or in writing to verify payments, resolve disputes, provide claim status information.