



Classification: Accounting Technician	Position No. 212-1741-019
CBID: R01	Office: Accounting Office, Financial Services
Date Prepared: January 17, 2018	Division: Administrative Services
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

POSITION DESCRIPTION:

Under the supervision of the Accounting Administrator II, Supervisor, incumbent is responsible for the California Energy Commission (CEC) Travel Desk. Incumbent audits and processes for payment employees' travel claims using the California Automated Travel Expense System (CALATERS) and processes occasional manual claims, and is responsible for the timely processing of travel and training advances, prompt payment of Transit invoices. Incumbent audits and schedules for payment other travel related invoices as needed. Incumbent is the Travel Liaison between Accounting and Commission staff. Perform duties including, but not limited to the following:

DUTIES AND RESPONSIBILITIES:

The incumbent is required to work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

70% In accordance with the State Administrative Manual (SAM), Bargaining Unit Memorandum of Understanding, Department of Human Resources rules and regulations, State Controller's Office, Department of Finance and California Code of Regulations and the Victims Compensation and Government Claims Board rules and regulations, incumbent will review, audit, and process travel expense claims (TEC) and other requests for reimbursement through the CALATERS system and reconcile, audit and process all travel related invoices in a timely manner. (E)

20% As Travel Liaison, incumbent will have internal contact with employees on any and all travel related matters; policies, procedures, regulations, and guidelines and external contact with Transit vendors and occasional contact with control agencies. Incumbent will be the point of contact each month for new monthly transit passes. The Travel Desk prepares a monthly reconciliation of Transit passes sold to Transit passes received from the various Transit vendors will be done at the end of each sale period. (E)

5% Incumbent date stamps daily mail, travel claims from employees, FEDX packages that need to be signed and disburses items to the unit employees in a timely manner. Incumbent is the point of contact for walk-in visitors to the unit. (E)

5% Other duties as required and consistent with the class specification of Accounting Technician. (M)



SIGNATURES

I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position

VACANT
Employee

Date

RACHAEL RECTENWALD
Supervisor

Date