

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION Acctg/OFAA/Financial Accounting/Cashiering Section	
WORKING TITLE Associate Accounting Analyst	POSITION NUMBER 900-081-4588-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction of an Accounting Administrator I, this position is responsible for independently performing the more difficult professional accounting duties which require an understanding of the entire accounting process for the Division of Accounting and has responsibility for the reconciliation of the Department's Cash Suspense Account (Account 84), General Cash (Account 81) or Right of Way Property Management System (RWPMS).

Duties include, but are not limited to:

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35%	E	Responsible for researching, analyzing, and resolving rejected transactions that occur in Advantage from Cash Receipts and System-interfaced Receipts from the State Controller's Office. This requires a thorough understanding of the business processes to develop various reports, analyze the data, and determine an appropriate course of action to support the Department's collection of over \$2.5 billion in receipts. Responsible for ensuring the funds are appropriately deposited and controlled. Monitor deposited monies in a timelier manner to ensure proper distribution of funds and ensure accurate General Ledger Balances. This is necessary in order to comply with State and Departmental rules and regulations.
30%	E	Responsible for preparing various reconciliations which may include the on-going maintenance and monthly transaction reconciliation of the Department's Cash Suspense Account (Account 84), General Cash (Account 81) or Right of Way Property Management System (RWPMS). These Accounts are highly complex accounts and the reconciliation requires in-depth analysis to identify and correct reconciling items, which have increased due to the Business Processes in Advantage. Tasks include maintaining and controlling records for fiscal activities; gathering, classifying, recording, reconciling, and reporting of accounting information in accordance with statutory and department regulations.
15%	E	Provide interpretation and act as liaison to Department staff, other agencies, and the public with regard to State and Department rules and regulations. Other tasks including performing special projects, investigations, or assignments as directed. Responsible for analyzing the business processes to identify and implement process changes, communicating these changes to Division management, and training staff as necessary.
15%	M	Responsible for researching and resolving daily Cashiering operation issues in accordance with SAM departmental policies and the DofA Accounting Manual.
5%	M	Responsible for developing and administering cashiering training package, requiring extensive use of PC software applications such as Microsoft Word, Excel, Access and PowerPoint. Provides training and on-going assistance to HQ cashiers, district cashiers, regional administrative officers, personnel and other departmental staff as related to Cashiering operations. This position is also responsible for coordinating with systems staff in designing and maintaining Cashiering web page and updating related procedures.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May act in a lead capacity to provide direction to other accounting staff.

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have comprehensive knowledge of accounting principles and auditing practices and the ability to apply them in a governmental accounting atmosphere. Must have a thorough knowledge of internal control and practices. Must have the ability to utilize and the ability to analyze transactions for propriety and accuracy. Must have the ability to communicate effectively.

Must be able to analyze routine to complex accounting and other information and draw sound conclusions and decisions to ensure proper accounting transactions. The ability to acquire knowledge of the current accounting system and interpret the related reports and procedures is mandatory.

Work independently with a minimum of supervision in carrying out assigned duties and responsibilities; including identifying problems, researching and analyzing data, drawing sound conclusions, and developing an effective course of action including alternatives upon which to base valid decisions. Express complex ideas and information clearly, concisely, and logically, both orally and in writing, to management, supervisors and employees. Develop and maintain good working relations with groups and individuals during the course of one's work. Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

Employees must be aware of and agree to comply with the following policies with regards to access to personal information including, but not limited to, Social Security Numbers, Federal Tax Identification Numbers (for businesses), home addresses, home telephone numbers, leave balance information, all personnel information and documents etc.:

1. Individuals accessing Caltrans' information assets must use all due care to preserve data integrity and confidentiality.
2. Password and access devices are to be treated as confidential information and restrictive devices.
3. Users accessing Caltrans data must take precautions to ensure the protection of that data from unauthorized access or destruction.
4. Users must take reasonable precautions to prevent virus contamination of State systems.
5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets.
6. Users must take extra precautions to maintain Department employees', vendors' etc. confidentiality when accessing, or having access to, hard copy personal information such as reports, forms, personnel documents etc.  
Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions can impact the integrity of management accounting reports, trial balances, federal reimbursement programs and the financial statements. In addition, errors in judgment may jeopardize the safeguarding of assets of the Department.

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### PUBLIC AND INTERNAL CONTACTS

Considerable contact in person and by telephone with departmental staff, other State agencies and the public is necessary. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be required to move large or cumbersome reports from one location to another. Employees must be able to concentrate

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and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a cooperative manner.

## WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office under artificial light. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. It is expected that this position will have regular and punctual attendance as the functions performed affect the daily operations of the Cashiering Deposits & Services Section. Flexible schedules may not be available based on business needs of the organization. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state; however, travel is infrequent.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE