STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Officer	OFAA/FAB/Cashiering	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Accounting Officer	900-381-4546-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT:

Under the general direction of an Accounting Administrator I, this position is responsible for performing accounting duties as it relates to cashiering function which require an general understanding of the accounting process for the Division of Accounting.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Responsible for responding to Cashiering customer service counter and hotline. Tasks include addressing/researching cashiering related issues and redirecting customers to proper parties, accepting credit card payments for rental or accounts receivable payments, acting as liaison between Cashiering and other functional areas and control agencies.
30%	E	Responsible for processing master payroll, Office Revolving Fund checks, and special handling warrants. Tasks include coordinating warrants/checks distribution with Human Resource Transactions, District Cashiers' Offices, Office of Accounts Payable and other areas as necessary.
30%	E	Responsible for coordinating employee transit subsidy activities. Tasks include ordering, selling, reconciling and requesting payments for purchases. Tasks also include coordinating payroll deduction transactions with the Division of Mass Transit.
5%	E	Responsible for researching returned or undeliverable warrant/checks and either redirect or deposit warrants/checks to the Escheat Revenue Account.
5%	M	Performs other tasks including duties, investigations or assignments as directed

[1]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.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None

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 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 in 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

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effective in imparting complex information and changing opinions in order to achieve desired results.

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.

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.

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.

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.

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 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 5:00 p.m. 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.

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.

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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