

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Accounting Officer (Specialist)	OFFICE/BRANCH/SECTION Division of Accounting/OTSS/Fiscal Analysis Section	
WORKING TITLE Accounting Officer (Specialist)	POSITION NUMBER 900-081-4546-XXXX	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 general supervision of an Accounting Administrator I, the Accounting Officer (Specialist) is responsible for the validation of the daily ORF cash entry into AMS Advantage; analysis, distribution, and disposition of potential and actual claim schedule cuts; process SCO return warrants for redeposit (Return Warrant inquiry or redeposit form); request for stop payments for both checks with Office of State Treasurer (STO) and warrants with Office of State Controller (SCO), verifying the second signature of ORF checks in the amount of \$15,000.00 or greater. These responsibilities include liaison with both the control agencies and internal staff to complete these tasks.

Regular and punctual attendance is required.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Validate the second signature for Office Revolving Fund checks that are \$15,000.00 or more in accordance with SAM section 8001.2 by utilizing Info Advantage and the State Treasury on-line checks viewing system. On a weekly basis, validate the recording of checks issued out of the Office Revolving Fund thru CHAP interface 015_I_1. Receives either SCO Return Warrant Inquiry or Redeposit form for processing. Logs item into redeposit database. Creates and sends memo to users for further action by originator of the transaction and also for OFAA to process event type C953.
20% E	Receives potential SCO claim schedule cuts and actual SCO claim schedule cuts. Analyze and distributes for action, and monitors potential and actual SCO claim schedule cuts. Act as the department's liaison with SCO for potential and actual claim schedule cuts. Also prepares monthly report of actual claim schedule cuts for use in the revolving fund reconciliation. Additionally, provides information to others on the claim schedule process and its related issues.
20% E	Processes stop payments at Office of State Treasurer (STO) for department issued revolving fund checks. Records all deposits and informs STO of deposits over \$100,000. Also prepares monthly deposit report for all deposits for use in preparation of revolving fund reconciliation.
10% M	Processes stop payments on Office of the State Controller (SCO) issued warrants. Analyzes returned SCO warrant inquires and redeposited warrants, request information from staff processing original payment and takes appropriate action.
10% M	Provides backup when necessary to other Revolving Fund and Fiscal Management Section functions, and performs special duties, projects or other assignments, as directed.

¹ESSENTIAL 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

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the uniform accounting system and the organization and procedures of the State of California and the Department of Transportation, and related laws, rules and regulations.
- Knowledge of accounting principles and procedures, governmental accounting, budgeting and fiscal management, principles of organization, administration, and management, principles of public administration, principles of business management, including office methods and procedures.

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- Able to analyze data and situations accurately, draw sound conclusions and determine an effective course of action, make sound decisions and recommendations in regard to accounting problems; prepare clear, complete, and concise reports.
- Able to establish and maintain cooperative working relations with people contacted in the normal course of business.
- Have a basic understanding of electronic data processing systems including AMS Advantage.
Able to communicate with all levels of management, the public and other agencies.
- Able to reason logically and creatively, using a variety of analytic techniques to define accounting, managerial and administrative problems and determine a course of action that will bring about a favorable conclusion.
- 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. 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

Untimely or incorrect reconciliation of accounts could directly affect the proper control of the cash account and the accurate disbursement of moneys. The analytical decisions made by the Accounting Officer have a direct impact upon the soundness of the department funds. Improper control and analysis of accounting data may result in improper management reports, incorrect trial balances, improper use of the Revolving Fund, increased workload for other areas, improper and untimely payment of department expenditures and possible audit citations. Erroneous identification of the impact of system accounting changes could result in the expenditure of unnecessary department personnel time and funds while endangering the integrity of our accounting practices and/or automated accounting systems.

PUBLIC AND INTERNAL CONTACTS

The employee will be in routine contact with other Caltrans personnel, (managerial and operational personnel as well as with other organizational units within Caltrans (including audits)). Externally, the employee has contact with representatives of vendors and other State agencies. The employee will also have contact with the State Treasurer's Office; State Controller's Office, State Board of Control, the Department of Finance and the Department of Personnel Administration

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 6:00 p.m. 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.

The Division encourages and supports internal lateral rotation within the Division for personal and professional

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development. The Division also encourages staff to develop expertise in their positions before pursuing internal lateral rotations. Generally, expertise in positions is developed over time working in the position. 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