

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Accountant Trainee	OFFICE/BRANCH/SECTION ORSA/Accounts Receivable/North-Abatement & Reimb.	
WORKING TITLE Reimbursement Accountant	POSITION NUMBER 900-081-4179-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 close supervision of an Accounting Administrator I (Supervisor) or section lead, the Accountant Trainee performs the beginning level of professional accounting duties related to reimbursement accounting and reporting activities. The incumbent will be responsible for all aspects of financial billing, monitoring and reporting of reimbursement funded projects for which they are assigned. This will require an understanding of the accounts receivable and reimbursement processes and the Departments financial system CGI Advantage.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Under the guidance of a lead, the incumbent will continually monitor the reimbursement funded projects to ensure expenditures do not exceed invoices and collections. The incumbent will perform analysis and research of financial information to verify consistency with the Department's policies and procedures. Lead will assist incumbent with direction when discrepancies are found. This practice will ensure procedures and contractual agreements are correct prior to invoicing the agencies.
35%	E	With assistance from a lead, the incumbent will determine billable charges, calculate overhead and issue invoices. Incumbent will prepare interim and final cost accounting reports to determine the contributor's share of project costs. Incumbent will monitor unpaid invoices to ensure timely collection of all accounts receivables utilizing InfoAdvantage reports.
15%	E	Under guidance of a lead, the incumbent will interpret and understand reports from InfoAdvantage and Data Link. Incumbent will perform analysis on reconciliation reports to determine appropriate correcting entries. Incumbent will correct rejected transactions with oversight from a lead and perform periodic evaluation of all systems for accuracy. Incumbent will research and respond to special requests and inquiries from project managers, program managers and contributors regarding financial issues.
5%	M	Track invoices on the Aged Trial Balance and contact contributors to facilitate collection of unpaid invoices.
5%	M	Perform special duties: research one-time special assignments as directed and participate in work improvement teams.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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.:

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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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 Department of Transportation.

Must possess a good working knowledge of professional accounting practices and procedures employed by the State of CA. Requires a broad knowledge of Generally Accepted Accounting Principles and State fiscal reporting requirements.

Ability to communicate effectively, both orally and in writing and be flexible, persuasive, tactful and effective in imparting information in order to achieve desired results. Express ideas and information clearly, concisely, and logically to supervisors and employees.

Ability to plan, organize, and establish work priorities; assure adherence to policies and procedures.

Ability to interpret contract language appropriately.

An understanding of the Department's automated accounting systems, including, but not limited to the CGI Advantage and Info Advantage.

The ability to establish and maintain professional and cooperative relationships with other members of the Department and external clients.

The ability to analyze accounting transactions/data and make sound judgments as to how the transactions/data must be altered to assure proper posting to the general ledger.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis or errors in journalizing of accounting data may impact the integrity of management accounting reports, trial balances, federal and local reimbursement programs and the Department's financial statements.

The incumbent is responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting confidential information for the Department's vendors, customers, and employees. This information includes, but is not limited to: social security number, address, phone number, medical or employment history, education, work history, financial transactions, or similar information. Failure to protect the Department's vendor/customer and employee confidential information may damage the Division of Accounting's reputation as a confidential organization and result in lawsuits or employee grievances. Intentional violation of this Act will result in disciplinary action, up to and including, termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely contact other Departmental employees to discuss reimbursement funded project information. These contacts will be verbal or written, as needed, to perform assigned duties.

The incumbent will have extensive contact with external clients, i.e., other governmental agencies, City, County, States etc. as needed. These contacts will be verbal or written as needed to perform assigned duties.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. In addition, the employee may be required to move cumbersome reports from one location to another. It is imperative that the employee be able to concentrate for long periods of time and meet strict deadlines. This position requires interaction with many people, it is important that the employee work with others in a cooperative and professional manner to establish and maintain professional relationships.

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 6:30 a.m. and 5:30 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, but the travel is infrequent.

Regular and punctual attendance is required because the functions performed affect the daily operations of the Abatement and Reimbursement-North Section as well as the Office of Receivables, Systems and Administration.

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