STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	Acctg/OFAA/Financial Accounting/Cashiering Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Accountant Trainee	900-081-4179-xxx	

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, this position is responsible for the less complicated accounting duties related to the cashiering function. In a training capacity, learn the agency accounting processes for the Division of Accounting.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
55%	E	As a learner, process the less complex deposits for departmental cash receipts for various programs in Districts and Headquarters in accordance with Departmental polices and the State Administrative manual. Tasks include analysis and verification of source documents, recording and reconciliation of accounting transactions, researching and resolution of accounting issues, responding to inquires from internal and external customers.
35%	E	Back up for processing salary advances. Tasks include verification and approval of salary advance requests, downloading and reconciliation of salary advance database, collecting outstanding salary advances and write-off uncollectible salary advances. Responsible for researching returned or undeliverable warrants/checks and either redirect or deposit warrants/checks to the Escheat Revenue Account.
5%	M	Assists in providing interpretation and acting as liaison to Department staff, other agencies, and the public with regards to State and Department rules and regulations.
5%	M	Performs other tasks including special 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 is mandatory.

Responsible for 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

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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.

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