

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	ORSA/Accounts Receivable/North-Abatement & Reimb.	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Abatement/Reimbursement Accountant	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 (Supervisor) or section lead, the Accountant Trainee is responsible for performing the less complex professional accounting duties. The incumbent will perform all aspects of financial billing, monitoring and reporting of the least complicated reimbursement funded projects. Perform collection activities for property damage claim abatement invoices. This will require an understanding of the accounts receivable, abatement, and reimbursement processes and the department's financial system CGI Advantage.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Provide customer service for abatement invoices for various districts. Under the direction of a section lead to: research and respond to inquiries from debtors; prepare written correspondence and itemizations upon request; and answer questions or respond to debtor disputes. Request updated addresses from the Department of Motor Vehicles when invoices are returned from the post office to support collection processing. Review, analyze, and certify highway damage claims to create abatement invoices.
35%	E	Generate reports from InfoAdvantage to obtain data to invoice other State agencies for reimbursement projects. Under guidance of section lead, review and analyze expenditures and prepare the accounts receivable accounting transactions to create reimbursement invoices.
20%	E	Interprets and reconciles reports from InfoAdvantage. Assist with analysis on reconciliation reports to determine appropriate correcting entries into the automated systems. Corrects rejected transactions from the Department's accounting systems and performs periodic evaluation for accuracy with guidance from section lead.
5%	M	Assist the Associate Accounting Analyst for questions related to reimbursement accounting audits. Coordinate with Chief of the Reimbursement Section to obtain the information requested by the auditors.
5%	M	Track invoices on the Aged Trial Balance and contact contributors to facilitate collection of unpaid accounts receivables.

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

This position requires an understanding of accounts receivable, abatement, and reimbursement processes and the Department's accounting system, CGI Advantage. It also requires the ability to express ideas and information clearly, concisely, and logically, both orally and in writing to supervisors and employees. Should be flexible, persuasive, tactful and effective in imparting information in order to achieve desired results. It also requires a broad knowledge of Generally Accepted Accounting Principles, State fiscal reporting requirements; the State Administrative Manual, the Caltrans Accounting Manual, Government Code, the Uniform Codes Manual, Departmental policies, regulations of the Legislature, State Controller, State Treasurer, and State Control Agencies as they relate to State agency financial management activities.

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The person in this position must be able to plan, organize, and establish work priorities to manage workload and projects. Incumbent is expected to understand and interpret contract language; evaluate the impact of changes to accounting processes; and reason logically and creatively. Initiative and focus are essential in this position.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis or errors in accounting transactions may impact the integrity of accounting data, management reports, trial balances, the Department's financial statements, federal statistical reports and federal reimbursement. Errors in analysis and judgment could place the Department in violation of legislative or statutory constraints regarding the availability and expenditure of the Department's funds.

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

This position involves extensive contact with the Department's Program staff and external entities involved in contracts with the Department. It involves communication and contact with accounting staff at the working and management level to resolve issues and answer questions. Also communication with debtors concerning the outstanding amounts due to the state. May involve contact with representatives from the State Controller's Office, Department of Finance, and the Bureau of State Audits.

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 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, 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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE