STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	OCCP/Commodity Payments 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 and the lead of an Associate Accounting Analyst, the incumbent is responsible for performing the less complicated accounting duties pertaining to the accounts payable function for the Commodity Payments Section. This position is also responsible for entering information and data into the AMS Advantage System while complying with fiscal and accounting policies.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Responsible for processing a large volume of invoices for payment using an automated payment process. Exercises responsibility in carrying out duties related to the less complicated accounts payable processes. This includes, but is not limited to, auditing source documents and entries for completeness and adherence to guidelines, and claim schedule preparation. Respond to phone calls or e-mails for late, prohibited or incomplete items, problem resolution for issues relating to invoice payments, and clearing unpaid prior period transactions.
30%	E	Responsible for error correction and coding change requests. Assists when additional instruction is needed. Assists when guidance is needed for Accounting technical staff, student assistants or volunteers. Provide informal telephone and one-on-one coaching or formal classroom-style training to Caltrans staff.
20%	E	Assists with the daily, monthly, or quarterly reconciliations as required by SAM or Department policy. Provide prompt response and customer service to vendors and departmental personnel regarding rules, and regulations of control agencies and department policy as it relates to claims presented for payment.
5%	M	Provide interpretations and acts as liaison to Departmental staff, vendors, and other agencies with regard to State rules and regulations.
5%	M	Performs special duties, research, one-time special assignments as directed, and participate on work-improvement teams.

[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 knowledge of the State Administrative Manual, Board of Control rules, Departmental Accounting Manual, Government Code, and practices and procedures of computerized accounting. Must have the ability to utilize and maintain the departmental automated accounting system. Must have the ability for planning, organizing, establishing work priorities, and interpret and assure adherence to accounting policies and procedures. Must also have the ability to communicate effectively, both written and orally, establish cooperative working relations, recognize critical issues and deal with them in a professional and timely manner.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision could result in placing the Department in violation of state, Department and other

relevant policies and governing rules and laws as they relate to Personnel management and financial activities the incumbent is responsible for.

Employee 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.

Errors in judgment and decision could result in placing the Department in violation of state, Department and other relevant policies and governing rules and laws as they relate to Personnel management and financial activities the incumbent is responsible for.

Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

PUBLIC AND INTERNAL CONTACTS

Confers with managers and key staff of the Department, state control agencies, federal government, local government, and the vendor community.

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. Working before and after quitting time 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 not very frequent.

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.)

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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