STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	OCCP/Service Payables Branch/Service Payables II	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Accountant Trainee	900-081-4179-xxx	02/18/2015

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, as a learner, performs the less complex professional accounting duties for the Service Payables Branch. This position receives supervision from an Accounting Administrator I and takes lead from a Senior Accounting Officer (Specialist).

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	In a training capacity, monitors and maintains the general ledger of outstanding miscellaneous advances (GL1710). Prepares claim schedules for submission to State Controller's Office to clear outstanding advances and replenish the Department's Revolving Fund Account. Provides status of uncleared advances in excess of 120 days. Gathers and enters appropriate transactions in Advantage for stop payment of uncashed checks. Cancels all unused advance revolving fund checks issued by the Branch. Works closely with and provides customer service to the Legal Office and the Fiscal Analysis Section.
35%	E	In a training capacity, is responsible for audit, payment, and reconciliation of service contracts in accordance with Government Code, State Administrative Manual, Department procedures and the Prompt Payment Act. Also responsible for other types of payments such as co-operative agreements, freight, legal, and training. The payment process includes analysis and auditing of cost accounting codes, discounts, prompt payment penalties, duplicate payments and determines when it is appropriate to use the Department's Office Revolving Fund or State Controller's Office. Prepares, inputs and monitors accounting transactions into Advantage. Provides customer service to vendors, districts and headquarters' personnel.
10%	E	Assists in researching and taking corrective action for various types of accounting entries as a result of Advantage error messages, rejected and held payment documents, F01 transactions, encumbrance discrepancies, contract retentions, claim cuts, Office Revolving Fund entries, duplicate payments and expenditure adjustments requested by district or headquarters' staff.
5%	M	Assists in performing special assignments and research related to the operation of the Service Payables Branch. Acts as liaison to staff, vendors, and Departmental personnel regarding the rules and regulations of control agencies and Departmental policy.

[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

Knowledge of basic accounting principles and practices, government accounting, budgeting, and fiscal management. Ability to communicate effectively with staff, all levels of management, the public and other State agencies. The ability to make sound decisions and recommendations in regards to accounting practices and principles as used in State government. The ability to plan, organize, and establish work priorities to meet critical deadlines.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Untimely processing of invoices may result in loss of vendor goodwill, poor public relations for the Department and State, loss of discounts and payment of late penalties. Inaccurate analysis and erroneous recording of financial data would impact the integrity of management accounting reports, trial balances, federal reimbursement programs, and the Departmental financial statements.

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

PUBLIC AND INTERNAL CONTACTS

This position will routinely be in contact with Department staff and managers, contractors, banks and vendors, internal and external auditors, legal personnel, and representatives from other State agencies.

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. Regular and punctual attendance is required. 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 it 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.)

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