STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

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 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 performs professional accounting work in establishing and maintaining abatement invoices for the state highway and vehicle damage claims accounts receivable arising within specified areas of the State of California. This will require an understanding of the Departments financial system CGI Advantage.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Assists with state highway abatement damage claims and vehicle damage claim invoices including Director's Order claims for north region districts. Verifies accounting records and other documents to determine that all statutory and legal requirements have been satisfied. The incumbent assists with accounting entries for input into the financial system CGI Advantage, performs billings from the maintenance system IMMS, and research of accounting records to identify erroneous journal posting and prepares the necessary correcting entries.
25%	E	Contact clients to provide assistance with state damage claims issues and processes. Assists in coordinating meetings between all clients served by the Accounts Receivable Abatements Unit. Participates in the preparation of Abatement Balance Sheet Accounts (BSA) reconciliations and abatement accruals during the fiscal year-end process.
10%	E	Assists with overhead assessment rates to achieve full cost recovery for labor, equipment and materials due the Department of Transportation. The above process requires the incumbent to effectively communicate with internal (i.e., Maintenance) and external clients (i.e., insurance agents).
10%	E	Assists with interpretations of Department rules and control agency regulations and acts as liaison to clients, other state agencies and members of the public. Creates letters to accompany billings with extraordinary circumstances. Performs miscellaneous office duties associated with abatement invoice preparation.
5%	M	Prepare and mail out accounts receivable invoices and distribute daily the section mail.

[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

This position requires a general knowledge of accounting principles and procedures. Must have an understanding in establishing accounts receivables and in recording adjustments and payments against them. Have knowledge of automated systems. Answer questions and respond to debtor disputes orally and in writing with diplomacy and concern. Work with a minimum of supervision in carrying out assigned duties and responsibilities including the review of accounts receivable files to gather information and answer questions or respond to debtor disputes. It also requires the ability to express ideas and information clearly, concisely, and logically, both orally and in writing to supervisors and employees. Develop and maintain good working relationships with groups and individuals during the course of one's work. Be

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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.

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 confers with department, districts and Division of Accounting staff, engineering and budgeting staff at the working level. Incumbent is expected to gain and maintain the confidence, cooperation and trust of those contacted in the course of 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 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

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE