STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	OPA/HQ Proj Cntrl and FV/Local & Reimbursement FV	
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 close supervision of the Accounting Administrator I, the incumbent is responsible for performing the less complicated accounting duties pertaining to the final cost accounting of local assistance projects. This position will also be responsible for routine technical and clerical duties such as filing, and preparing boxes of project folders for storage. Ensure the safeguarding of assets, and the compliance with fiscal and accounting policies.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
30%	E	Exercises responsibility in carrying out duties related to the final vouchering of the less complicated Local Assistance projects. Prepares final voucher, final cost summaries that requires analysis of financial data obtained from the Department's financial management system, legacy systems, interfaces, project agreements, finance letters, allocation memorandums, and supporting invoice documentation.
30%	E	Initiates final cost accounting transactions for Local Programs projects of less complexity. This involves examining project cost records, contracts, audit reports and other accounting data to quantify the variable factors of project financing formulas. Create transactions in the Department's financial management system to correct posting errors.
30%	E	Assists in updating the project status code on local assistance projects. Distributes copies of the Final Voucher to District Local Assistance Engineer and Headquarters Area Engineer. File closed project folders. Retrieve projects folders for auditors. Prepare and maintain records of project folders for archive at the State Record Center. Prepare monthly report of projects closed.
5%	M	Provides direction to Local Agencies (Engineering and Accounting) and interprets accounting procedures utilizing the State Administration Manual, AMS Procedures Manual, Caltrans Accounting Manual, State Government Code and Statutes, Federal Highway Administration Regulations and internal operations manuals.
5%	M	Interacts with the Federal Highway Administration, the Bureau of State Audits, State Controller's Office, and external auditors of Cities and Counties to audit Local Assistance projects.

[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:

- Federal guidelines on cost accounting principles and SAM guidelines related to full cost recovery of State expenditures.
- Automated Accounting Management systems and subsystems.
- The Department's current accounting systems and procedures.
- Accounting principles.

Must have abilities to:

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

- Solve accounting problems.
- Present information clearly and logically, both orally and in writing, to departmental supervisors and employees.
- Ability to apply accounting principles and practices.

Analytical Requirements:
Must be able to apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; and make sound decisions and recommendations in regard to the professional accounting problem and in a manner cost effective to the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of poor or untimely decisions and failure to correct problems could result in non-compliance with SAM and loss of federal funds available for reimbursements.

PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with accounting, Division of Local Assistance, and budgets personnel. Outside the Department, the incumbent communicates primarily with Local Agencies, State Controller's Office, Federal Highways Administration, and various state and federal auditors. These contacts will be verbal or written, as needed, to perform assignments.

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. 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)

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