STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	Division of Accounting / Travel 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 direct supervision of an Accounting Administrator I, the position is responsible for,managing, auditing, and paying the American Express Business Travel Account (BTA). The incumbent also maintaining, reporting, and imputing BTA information in the ACR Database. Administering and communicating airline travel policies to internal and external personnel. Analyzing and correcting AMS Advantage Transaction errors.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Assist in auditing, reconciling, and paying the American Express Business Travel Account in accordance with Prompt Payment Act, the American Express Business Travel Account contract, the State Administrative Manual, the Department of General Services, the State Controller's Office, and Department policies. Review all purchased airline tickets to determine whether tickets were used and if funds are available for a refund. Communicate and provide information to IT for them to design and program the new ACR Database for the Travel Payments Section.
25%	E	Assist in researching and correcting complicated AMS Advantage transaction errors, outstanding claims, claim cuts, and duplicate payments in accordance with the Accounting manual, Coding Manual, and Department policies.
20%	E	Assist in analyzing, researching, and documenting the Department's travel policies in accordance with the Department of Personnel Administration, Department of General Services, the State Controller's Office, and the Internal Revenue Service.
10%	E	Provide interpretations and acts as liaison to Department staff, other agencies, and the public with regard to State and Department travel rules and regulations.
5%	M	During a budget impasse, tracks and reports to supervisor data related to unscheduled payments. Works with Departmental teams to improve processes, procedures and systems.

[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

Employees 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.

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.

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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

- Knowledge of basic accounting principles and practices, government accounting, budgeting, and fiscal management.
- Knowledge of the mission, goals, programs, laws, rules, and policy of the State of California for the Department of Transportation.
- Knowledge of the Department of Personnel Administration's travel rules and regulations as well as Bargaining Unit contract language related to travel.
- The 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, multi-task, and establish work priorities to meet critical deadlines.
- The ability to accurately audit, record, and process large volumes of claims in a timely manner.

Errors in judgements and/or recommendations could result in unauthorized disbursements, inaccurate financial statements, loss of revenue to the Department, inaccurate tax reporting, and a breakdown in the integrity of the financial system.

PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely be in contact with the Department's staff and managers, internal and external audit and legal personnel, representatives from the State Controller's Office, Department of Personnel Administration, Department of General Services, the Department of Finance, and the general public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal. You may also be required to move large or cumbersome reports from one location to another. You 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 you 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 it is not very frequent.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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.)

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