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 the an Accounting Administrator I, the incumbent in training capacity process statewide travel expenses and other employee claims. The Accountant Trainee performs a variety of tasks associated with Accounting related functions as described below:

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
45%	E	In training capacity, review employees Travel Expense Claims (TECs) to insure claims meet the CalHR, State Controllers Office, State Administrative Manual, Board of Control and the department's policies, rules and regulations. The TECs must be processed within 10 days upon receipt in the section. Assist in scheduling claims and claim cuts in a timely manner. Claims should be completed and submitted for signature within one day from the date of the face sheet. Claim cuts should be researched and resubmitted within 10 working days. Verify and collect duplicated payments.
25%	E	Assist in communicating with employees both orally and through written means to resolve travel related questions and issues arising from processing TECs. Request documents or forms necessary to complete the processing of claims. Assist with travel information hotline.
20%	E	Enter accounting data into the CGI Advantage Financial System, ensuring the proper usage of transaction codes and the propriety of transactions and coding documents.
10%	M	Assist in preparing accounting entries for the CGI Advantage Financial System, identify and research erroneous accounting entries and take the necessary corrective action.

[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 procedures, government accounting, and budgeting.
Knowledge of State Administrative Manual, Board of Control Rules, Departmental Accounting Manual, Government Code, and Departmental Policies and Procedures.
Knowledge of principles of business management, including office methods and procedures.
Knowledge of Principles of public finance and business law.
Ability to apply accounting principles and procedures.
Ability to make sound decisions and recommendations in regard to professional accounting problems in maintaining control of a departmental budget.
Ability to communicate effectively, establish and maintain cooperative relations with those contracted in the work.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions can impact the integrity of departmental accounting records.

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Failures to verify payment authorization and to accurately analyze results of transactions can result in undetected duplicate payments to vendors. Failure to clear erroneous transactions and exception items can result in inaccurate expenditure reports and financial statements. Failure to pay bill promptly can subject the Department to interest penalties.

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 and employees. This information includes, but 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 vendors and employees 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

Employee will have extensive contact with Caltrans staff and management statewide. The contract may be both written and verbal as needed to perform the job duties.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Frequent telephone use to answer calls related to travel is expected. Employee may also be required to move large or cumbersome reports from one location to another. Employee must be able to concentrate and meet strict deadlines at times. Employee may also be required to handle emotionally charged issues or problems and successfully resolve situations. It is important that employee work with others in a cooperative manner.

WORK ENVIRONMENT

While at their base of operation, employee 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 employee will work in workstation 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. Employee may be required to travel in state, but the travel it is not very frequent. The incumbent is expected to report to work in a punctual manner.

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