STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accountant Trainee	81/Accounting/Accounts Payable – Utility Service Payments	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Accountant Trainee	900-81-4179-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 an Accounting Administrator I, the position is responsible for the payment of utility bills and accounting activities related to the payment of invoices.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	In a training capacity prepares utility invoices for payment. This includes identifying and verifying vendor account information, preparing invoices for individual and batch processing, and assembling claim schedules. Processes invoices produced on paper and may back-up processing invoices submitted electronically or text files. Also completes less complex account reconciliations, corrections of claim schedule, correction of rejected invoices, corrections of system processing errors and expenditure adjustments. Utilize Advantage and infoAdvantage systems to accomplish these activities.
35%	E	In a training capacity acts as a liaison with Department personnel, vendors and other state agencies. This includes preparing clear and concise responses to requests for information. These responses may be verbal, written or in a report format and require utilizing the Advantage and infoAdvantage systems. Requests from Districts information related to backlog and closed accounts.
5%	E	In a training capacity prepares transactions and documentation required to handle returned warrants and abatements resulting from vendors issuing checks to the Department.
10%	M	In a training capacity reviews for accuracy utility service authorization forms provided by districts, submits the forms to the section responsible for related data input and reviews resulting data input for accuracy. May complete data input for certain fields on authorization forms. Also prepares forms for filing.
5%	M	Provides Advantage and other training related to invoice payment to Department personnel.
5%	M	Serves on process improvement teams.

[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

The incumbent must have knowledge of accounting principles and procedures; governmental accounting and budgeting; financial organization; principles of business management and State of California procedures, laws, rules, uniform accounting system and regulations.

Must have the ability to utilize the departmental accounting system, Advantage and infoAdvantage. The ability to

establish work priorities is critical due to the need for timely and accurate financial information. Must be able to apply accounting principles and procedures to analyze professional accounting problems; draw sound, accurate conclusions; and recommend effective courses of action to accurately resolve such problems.

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.

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.

Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions can impact the integrity of departmental accounting records. Failure 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 bills promptly can subject the Department to interest penalties.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive contacts in person, by telephone and by e-mail with Division of Accounting staff, departmental personnel of all levels, vendors, representatives of other state agencies and the general public.

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. This position requires the ability to work with dynamic priorities and deadlines.

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.

The Division encourages and supports internal lateral rotation within the Division for personal and professional development. The Division also encourages staff to develop expertise in their positions before pursuing internal lateral rotations. Generally, expertise in positions is developed over time working in the position. Regular attendance is required

as well as the ability to meet commitments and deadlines.

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