

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Accounting Officer (Specialist)	OFFICE/BRANCH/SECTION ORSA/Accounts Receivable/Revenue & Reconciliations	
WORKING TITLE Right of Way Rental Accountant	POSITION NUMBER 900-081-4567-xxx	EFFECTIVE DATE

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 general supervision of an Accounting Administrator I (Supervisor), the Senior Accounting Officer is responsible for performing the more difficult professional accounting duties in the Right of Way Revenue Accounts Receivable Section. The incumbent will complete various reconciliations which will require an understanding of the Right of Way Property Management System (RWPMS) and the Advantage accounting system. The incumbent will communicate financial policy and accountability for the Department's Right of Way Revenue Accounts Receivable Section and analyzes the appropriateness of accounts receivable accounting transactions. Incumbent is responsible for ensuring that transactions are appropriately posted to the RWPMS and that the statutory and legal requirements have been satisfied.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Incumbent is responsible for the control and accountability of the Department's Right of Way receivables as they relate to the production of monthly reconciliations and management reports. Responsible for the reconciliation and maintenance of asset accounts related to accounts receivable balances for revenues within the RWPMS and Advantage. The incumbent will analyze the appropriateness of accounting transactions, ensuring that transactions are appropriately posted to the RWPMS and Advantage.
20%	E	Identifies and resolves the more difficult problems by detailed analysis and coordination with other members of the Division of Accounting. Assists in the preparation of financial reports to be used for monitoring account balances and developing the Department's year-end closing financial statements.
15%	E	Processes adjustment requests from certain district Right of Way agents including new tenancies, vacancies, maintenance offsets, late charge corrections, and transferring payments between accounts. Creates and processes adjustment transactions including non-sufficient funds checks, late charges, payment corrections, and refunds. Communicates with Right of Way agents, system analysts, Accounts Payable, collection agency coordinator, and other Right of Way staff to provide accounting information to resolve specific problems. Monitor separation of duties and adherence to policy. Review and authorize daily payments received from tenants and processed by Cashiering, including checking for proper tenancy number, verifying batch and deposit amounts, duplicate payments, verifying certain revenue classes are separated and Section 8 payments applied. Research and reconcile rental accounts per request from Right of Way agents, collections, and third parties.
10%	E	Incumbent is responsible for preparing LOGO accounts receivable invoices for select districts and monitors the accounts receivable aging report for LOGOs.
5%	M	Incumbent follows up with district LOGO coordinators for LOGO accounts receivable invoices that are outstanding.

<sup>1</sup>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 be knowledgeable of the following: State laws, policies and procedures related to Revenue Accounts Receivable;

## POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

Department accounting system, the uniform accounting system and organization and procedures of the State of California and related laws, rules and regulations. 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 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 Division of Accounting staff, the Department's Program staff, and the Division of Information Technology. It involves communication and contact with accounting staff at the working and management level to resolve issues and answer questions. The position may involve contact with representatives from the State Controller's Office, Department of Finance, and the Bureau of State Audits.

---

### 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 Revenue & Reconciliations Section as well as the Office of Receivables, Systems and Administration.

The Division encourages and supports internal lateral rotation within the Division for personal and professional development.

---

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

# POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

---

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