

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Accounting Officer (Specialist)	ORSA/Accounts Receivable/North-Reimbursements/Abatements	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Reimbursement Accountant	900-081-4567-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general supervision of an Accounting Administrator I (Supervisor), the Senior Accounting Officer is responsible for independently performing the more difficult professional accounting duties. The incumbent will be responsible for reviewing cooperative and other agreements between the California Department of Transportation and other entities according to established policies, procedures and prescribed formats. In addition, to perform all aspects of financial billing, monitoring and reporting of reimbursement funded projects for which they are assigned. This will require an understanding of the department's financial system AMS Advantage Financial (AMS). The incumbent will independently analyze the appropriateness of expenditure and accounts receivable accounting postings, ensuring that postings are appropriate and accurate in AMS and ensuring that all statutory and legal requirements have been satisfied.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Monitors on a continuous basis the more difficult reimbursement funded projects to determine billable charges, calculate overhead, and issue invoices when appropriate. Independently analyzes, evaluates and researches financial information which does not appear consistent with the Department's policies, procedures or contractual agreement. Initiates communication with the program and district project control staff to take action to adjust expenditures posted which exceed billing thresholds or are outside the parameters of the billing agreement.
20% E	Exercises a high degree of fiscal responsibility by carrying out duties related to reviewing and approving the financial aspects of draft and final cooperative agreements ensuring compliance with departmental financial policies and procedures. These duties require complex analysis involving knowledge of the Caltrans organization and program, funds, systems and consultation with program and project managers, budget officers, and accounting staff.
10% E	Modifies corporate reports for specific criteria, submits, and makes minor edits to those existing corporate reports. In addition, may develop ad-hoc reports as needed for analysis from the accounting reporting system InfoAdvantage. Performs independent analysis of accounting transactions. Corrects rejected transactions/documents and performs periodic evaluation of status of created documents to resolve the status of documents not submitted. These duties involve examining project cost records, AMS edit criteria/document status, and other accounting data to identify criteria for reports and correct causes of errors.
10% E	Prepare interim and final cost accounting reports, as appropriate, on a timely basis, for the contributor's share of project costs.
10% M	Research and respond to special requests and inquiries from project managers, program managers and contributors regarding financial issues.
5% M	Track invoices not paid in a timely manner and to contact project managers, program managers and contributors to facilitate collection of unpaid accounts receivables.

ADA Notice

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5% M Perform the more complex special assignments, projects, and legislative analysis directly related to the operation of the Section and the accomplishment of strategic business objectives. Include participating in Caltrans process improvement teams and completing the staff work required to develop integrated solutions that meet customer and statutory requirements.

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. This position may serve in a lead capacity providing technical guidance.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

This position requires in-depth knowledge of the Department's financial system and accounts receivable policies. Express ideas and information clearly, concisely, and logically, both orally and in writing to supervisors and employees including providing technical guidance as needed by accounting staff. 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.

The person in this position must be able to plan, organize, and establish work priorities to manage workload and projects. Incumbent is expected to understand and interpret contract language; evaluate the impact of changes to accounting processes; and reason logically and creatively. Initiative and focus are essential in this position.

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 involves extensive contact with the Department's Program staff and external entities involved in contracts with the Department. 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

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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 Abatement and Reimbursement-North Section as well as the Office of Receivables, Systems and Administration.

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