

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Accounting Officer-Specialist	OFFICE/BRANCH/SECTION 81/Accounting/Accounts Receivable and Program Accountin	
WORKING TITLE Abatement Collection 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 direction of an Accounting Administrator I, the incumbent performs more difficult professional accounting duties related to accounts receivable collections and reporting activities for separated employees, audit findings, CSEA union dues, constructions' over payments, Encroachment & Transportation permit, logo arising within specified areas of the State of California.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Track past due invoices on the accounts receivable aging report and provide the reports to all resource management: Human Resources personnel, cashiering, project managers, accounts payable to facilitate collection of unpaid accounts receivables. Analyze each invoice to determine the current status and the appropriate collection activity to be taken. Identify and resolve any problems concerning these outstanding invoices. Document collection efforts into the aging report as to date, method of communication, and resolution taken.
30%	E	Prepare monthly demand letters to debtors on the first, second, and final notices for abatement invoices. Prepare written correspondence and itemization upon request, answer or respond to telephone calls regarding questions to debtor disputes. Submit past due invoices to Collection Agency for 90 days older.
15%	E	Input documents on AMS accounting system to post non-collectible accounts receivables for write-offs and make adjustment entries into AMS. Resolve any errors occurring as a result of these postings. Apply encroachment refunds to the existing receivables account. Review and clear rejected IRE document or Payroll Accounts Receivable Report (PARR) receivables to AMS.
10%	M	Prepare monthly reconciliation between Department and collection agency's inventory of invoices sent and supporting documentations for legal action. Participates in the preparation of abatement Balance Sheet Accounts (BSA) reconciliations during the fiscal year end process.
5%	M	Set up a payment plan to separated employees who are willing to pay on an installment basis.

<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. May act as a lead on behalf of the Associate Accounting Analyst in their absence.

**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.:

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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.

A good working knowledge of professional accounting practices and procedures employed by the State of CA.

Ability to communicate effectively.

Ability to plan, organize, and establish work priorities; assure adherence to policies and procedures.

Ability to interpret contract language appropriately.

An understanding of the Department's automated accounting systems, including, but not limited to the AMS Advantage and Info Advantage.

The ability to establish and maintain professional and cooperative relations with other members of the Department and external clients.

The ability to analyze accounting transactions/data and make sound judgments as to how the transactions/data must be altered to assure proper posting to the general ledger.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and erroneous journalizing of accounting data would impact the integrity of management accounting reports, trial balances, federal and local reimbursement programs, and the Department's financial statements.

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 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 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.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely contact other Departmental employees to discuss reimbursement funded project information. These contacts will be verbal or written, as needed, to perform assigned duties.

The incumbent will have extensive contact with external clients, i.e., other governmental agencies, City, County, States etc. as needed. These contacts will be verbal or written as needed to perform assigned duties.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. In addition, the employee may be required to move cumbersome reports from one location to another. It is imperative that the employee be able to concentrate for long periods of time and meet strict deadlines. This position requires interaction with many people, it is important that the employee work with others in a cooperative and professional manner to establish and maintain professional relationships.

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## 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 6:30 a.m. and 5:30 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.

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.) Regular and punctual attendance is required.

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)

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EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE