

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Accounting Officer, Specialist	OFFICE/BRANCH/SECTION Commodity & CAL-Card Payments Branch	
WORKING TITLE Lead Accountant, CAL-Card & PO Payments	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 supervision of an Accounting Administrator I, the incumbent is responsible for independently performing the more difficult accounting duties and act in a Lead capacity over subordinate level staff.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Responsible for the control and accountability of recording of expenditures into Advantage/ InfoAdvantage related to CAL-Card payments and Purchase Orders (includes the review of claim schedules for VISA & PO payments). Works directly with section staff, district employees, cardholders and approving officials to resolve complex issues related to processing the daily transactions of CAL-Card and Purchase Orders. Prepare, analyze and/or review various management and financial reports. Oversees the maintenance of control records for CAL-Card. Working with the other Leads, ensures that all CAL-Card VISA invoices and Purchase Orders available to accounting for processing are paid within the time allowed by the contract to avoid interest penalties. Preparing reports. Approve payments in Advantage for Purchase Orders.
30%	E	Responsible for reconciling Caltrans' payment records to the bank's payment records for CAL-Card payments for assigned Levels (includes researching and resolving differences) and payments on Purchase Orders. Responsible for coordinating efforts on possible suspension notices for assigned VISA Levels. Responsible for researching and fixing rejected CPRC's for prompt payment of statements. Responsible for research and verification of Use Tax Report for assigned VISA Levels.
20%	M	Represents the Office of Accounts Payable as a liaison between other line program managers of the Department, Budget Section and other State Agencies. Acts in a Lead Person capacity over subordinate level staff. Assist in providing PCARD training for CAL-Card Payments Section staff, cardholders and approving officials (classroom style and one-on-one PCARD training).
5%	M	Responsible for originating and maintaining various automated accounting systems utilized to control and track departmental expenditures using mainframe and personal computers.
5%	M	Performs special duties, investigations and one-time special assignments as directed.

¹ESSENTIAL 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 the State's accounting system; the accounts payable process; professional accounting practices and procedures

Ability to acquire knowledge of the Departmental automated accounting system and its related reports and procedures.

Ability to make sound analytical decisions to protect the Department's assets.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For information, call (916) 445-1233, TTY 711, or write to Records and Forms Management, 1120 N Street, M5-89, Sacramento, CA 95814.

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Ability for planning, organizing, establishing work priorities and assuring adherence to policies and procedures is critical, particularly in view of the volume of transactions and the need for accuracy and timeliness in processing.

Ability to communicate effectively orally and in writing.

Ability to work cooperatively with others.

Ability to train others.

Ability to travel throughout California, as needed, to provide training.

Ability to establish and maintain friendly and cooperative relations with those contacted in the course of the work, and to communicate effectively.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions could impact the integrity of management accounting reports, trial balances, federal reimbursement programs, and the Department financial statements. Errors in judgment for accounting transactions could result in interest penalties.

The employee will routinely be in contact with other Caltrans personnel, vendors, the general public and other state agencies. These contacts will be verbal or written, as needed, to perform assignments.

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.

PUBLIC AND INTERNAL CONTACTS

Confers with managers and key staff of the Department, state control agencies, federal government, local government, and the vendor community.

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.

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 am and 6:00 pm. Working before and after quitting time 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 not very frequent.

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

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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