

POSITION DUTY STATEMENT

PM-0924 (REV 9/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Accounting Officer (Spec)	Acctg/OFAA/Financial Accounting/Cashiering Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Accounting Officer (Spec)	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:

Under the general direction of an Accounting Administrator I(Supervisor), this position is responsible for disbursement and cash receipts and timely deposits; independently performs cash accounting duties requiring broad knowledge of Caltrans' business processes, State Administrative Manual and standards for internal control.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Responsible for processing the more complex deposits for departmental cash receipts or disbursement of departmental cash for various programs in Districts and Headquarters in accordance with Departmental policies and the State Administrative manual. Tasks include analysis and verification of source documents, recording and reconciliation of accounting transactions, researching and resolution of accounting issues, responding to inquiries from internal and external customers. Review financial documentation and record cash deposits and disbursements timely for Districts and Headquarters. This includes review and verification of source documents such as receipts, record collection data into ARPS subsystem and print AMS deposit reports.
20%	E	Incumbent reconciles accounting transactions and performs research to correct erroneous posting. Performs research on unidentified payments and works with Account Receivable to resolve billing issues and post collection. This includes analysis and clearing of rejected documents in AMS.
20%	E	Responsible for originating entries and updating automated accounting systems/databases utilized to control and track departmental funds. This includes coordination with District/Division personnel and maintenance of records using mainframe and personal computers.
15%	M	Serve as liaison to Department staff, other agencies, and the public as related to Departmental policies and state regulations for cash handling. Provide timely responses to internal/external customer service questions.
5%	M	Performs special assignments and projects directly related to the daily operation of the Section/Branch or Division strategic objectives. May participate in Caltrans work groups to complete staff work required for improved business processes.

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

The incumbent does not supervise staff but may act in a lead capacity over subordinate- level staff.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Work independently with a minimum of supervision in carrying out assigned duties and responsibilities; including identifying problems, researching and analyzing data, drawing sound conclusions, and developing an effective course of action including alternatives upon which to base valid decisions. Express complex ideas and information clearly, concisely, and logically, both orally and in writing, to management, supervisors and employees. Develop and maintain good working relations with groups and individuals during the course of one's work. Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

ADA Notice

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Must have comprehensive knowledge of accounting principles and auditing practices and the ability to apply them in a governmental accounting atmosphere. Must have a thorough knowledge of internal control and practices. Must have the ability to utilize and the ability to analyze transactions for propriety and accuracy.

Must be able to analyze routine to complex accounting and other information and draw sound conclusions and decisions to ensure proper accounting transactions. The ability to acquire knowledge of the current accounting system and interpret related reports and procedures is mandatory.

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 precaution 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 policies 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 management accounting reports, trial balances, and the Department's financial statements. In addition, errors in judgment may jeopardize the safeguarding of assets of the Department.

PUBLIC AND INTERNAL CONTACTS

Considerable contact in person and by telephone with departmental staff, other State agencies and the public is necessary. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and is a good listener.

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 a.m. and 5:00 p.m. Flexible schedules may not be available based on business needs of the organization. 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. As critical activities require timely attention, it is essential that the incumbent maintain regular and punctual attendance is required for this position. Extended vacations during month-end payroll may be limited.

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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