STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Accounting Officer (Specialist)	81 - Accounting/OCCP/Service Payables Branch	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Accounting Officer (Specialist)	900-081-4567-xxx	

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, is responsible for utilizing technical expertise and analytical skill for the Service Payables Branch and is responsible for the more complex accounting duties in the unit. This position receives supervision from an Accounting Administrator I and performs lead duties in the unit. This position is part of the professional accounting series; therefore, receives explanation of work procedures and responsibilities of the position. After familiarization with the job, receives only general direction.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
35%	E	The incumbent is responsible for reporting the Department's 1099 workload to the Internal Revenue Service (IRS).Serves as the Subject Matter Expert on 1099 reportable payments and is responsible for monitoring the external environment for changes to federal and state regulations to ensure ongoing compliance. Provides customer service to 1099 recipients, Accounting, and the Programs. Applies policy and procedure to ensure that these duties are done in accordance with IRS and Franchise Tax Board (FTB) regulations, State Administrative Manual (SAM), and Departmental Policy. Requires knowledge of Vendor table set up and function to verify records are in compliance with 1099 reporting and provides updates and corrections to Vendor Maintenance staff for input. Works as the accounting liaison with IT to run the 1099 Offline Process for extracting reportable payment information from Advantage, and uploads the data into the Convey Software in preparation for transmittal to the FTB and IRS. Downloads records from Convey and transmits them to the FTB or IRS as applicable. Responsible for troubleshooting and resolving 1099 issues which includes adding or correcting records in Convey and Advantage as needed. Responsible for analyzing and correcting B-Notices issued by the IRS and coordinates with Vendor Maintenance staff to update the Vendor Tables as needed. Reconciles and remits federal and state tax deductions quarterly to the IRS, the FTB, and the BOE per regulations. Updates the semi-annual Separation of Duties document for the Service Payables Branch.
25%	E	Responsible for audit, payment, and reconciliation of service contracts in accordance with Government Code, State Administrative Manual, Department procedures and the Prompt Payment Act. Also responsible for electronic fund transfer payments and other types of payments such as co-operative agreements, purchase requests, leases, freight, legal, training and advance payments. The payment process includes analysis and auditing of cost accounting codes, discounts, prompt payment penalties, encumbrances, retention, duplicate payments and determines when it is appropriate to use the Department's Office Revolving Fund or State Controller's Office. Prepares, inputs and monitors accounting transactions into Advantage. Provides customer service to vendors, districts and headquarters' personnel. Responsible for audit, payment, and reconciliation of service contracts in accordance with Government Code, State Administrative Manual, Department procedures and the Prompt Payment Act. Also responsible for electronic fund transfer payments and other types of payments such as co-operative agreements, purchase requests, leases, freight, legal, training and advance payments. The payment process includes analysis and auditing of cost accounting codes, discounts, prompt payment penalties, encumbrances, retention, duplicate payments and determines when it is appropriate to use the Department's Office Revolving Fund or State Controller's Office. Prepares, inputs and monitors accounting transactions into Advantage.

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		Provides customer service to vendors, districts and headquarters' personnel.
20%	E	Works in a lead capacity to provide training, instruction, guidance and assistance to other staff including Accounting Officers, Accountant Trainees, and accounting technical or clerical personnel. Reviews and approves claim schedules; reviews Revolving Fund checks.
		Works in a lead capacity to provide training, instruction, guidance and assistance to other staff including Accounting Officers, Accountant Trainees, and accounting technical or clerical personnel. Reviews and approves claim schedules; reviews Revolving Fund checks.
10%	E	Responsible for researching and taking corrective action for various types of accounting entries as of result of Advantage error messages, rejected and held payment documents, F01 transactions, encumbrance discrepancies, contract retentions, claim cuts, Office Revolving Fund entries, duplicate payments and expenditure adjustments requested by district or headquarters' staff.
		Responsible for researching and taking corrective action for various types of accounting entries as of result of Advantage error messages, rejected and held payment documents, F01 transactions, encumbrance discrepancies, contract retentions, claim cuts, Office Revolving Fund entries, duplicate payments and expenditure adjustments requested by district or headquarters' staff.
5%	E	Responsible for researching and analyzing vendor and contract information to reconcile payments, contract balances, and encumbrances by using the infoAdvantage financial information reporting tool.
5%	M	Performs special assignments and research related to the operation of the Service Payables Branch. Provides interpretations and acts as liaison to staff, vendors, and Departmental personnel regarding the rules and regulations of control agencies and Departmental policy.

[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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the State Administrative Manual, Board of Control rules, Departmental Accounting Manual, Government Code, and practices and procedures of computerized accounting.

Must have knowledge of basic accounting principles and practices, government accounting, budgeting, and fiscal management. Ability to communicate effectively with staff, all levels of management, the public and other State agencies. The ability to make sound decisions and recommendations in regards to accounting practices and principles as used in State government. The ability to plan, organize, and establish work priorities to meet critical deadlines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Untimely processing of invoices may result in loss of vendor goodwill, poor public relations for the Department and State, loss of discounts and payment of late penalties. Inaccurate analysis and erroneous recording of financial data would impact the integrity of management accounting reports, trial balances, federal reimbursement programs, and the Departmental financial statements.

You are responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting departmental employees' confidential information, including, but not limited to, social security number, address, medical or employment history, education, work history, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage Division of Accounting's reputation as a confidential organization and result in employee grievances or lawsuits. Intentional violation of this Act may result in disciplinary action, up to and including termination of employment.

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PUBLIC AND INTERNAL CONTACTS

This position will routinely be in contact with Department staff and managers, contractors, banks and vendors, internal and external auditors, legal personnel, and representatives from other State agencies.

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 6:00 p.m. Regular and punctual attendance is required. Overtime may be required, and vacations may be restricted during June, July, December, and January. Employees may be required to travel in state, but the travel it 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 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