

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Accounting Officer (Specialist)	OFFICE/BRANCH/SECTION 81/Accounting/ORSA/Accounts Rec-North Section-Reimb	
WORKING TITLE Reimbursement 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 reimbursement accounting and reporting activities. The incumbent will perform the first level or initial review of Cooperative Agreements to determine if the agreement is in accordance with Departmental Policy. Provide internal and external interpretation of the Department's policies and procedures and the financial processes and procedures for reimbursement funded projects. Respond to questions from local or private entities.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Responsible for all aspects of financial billing, monitoring, and reporting of reimbursement funded projects to ensure expenditures do not exceed billings and collections for which they are assigned. Determines billable charges, calculates overhead, and issues invoices when appropriate. Independently analyzes, evaluates, and researches financial information which does not appear consistent with the Department's policies, procedures, or contractual 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 to ensure compliance with departmental financial policies and procedures. Review and approve reimbursement projects on a work flow approval process in accordance with the contracts or any legal agreements. 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.
15%	E	Interprets and reconciles reports from the Info Advantage and Data link. Performs independent analysis on reconciling reports, initiates and determines difficult accounting transactions for correcting entries into any of the automated systems. The incumbent will analyze the appropriateness of expenditure and accounts receivable accounting transactions, ensuring that transactions are appropriately posted to the Accounting System, ensuring that all statutory and legal requirements have been satisfied.
10%	M	Track invoices on the Accounts Receivable aging report and provide comments and payment status for management review. Contact contributors to facilitate collection of unpaid accounts receivables.
10%	M	Prepare interim or draft project cost accounting summary reports (PCS) as appropriate, on a timely basis, for the contributor's share of project costs. Participates in the preparation of Reimbursement Balance Sheet Accounts (BSA) reconciliations during the fiscal year end process.
5%	M	Research and respond to special requests and inquires from project managers, program managers, and contributors regarding financial issues.

<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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. This position may serve in a lead capacity providing technical guidance and may act as a lead on behalf of the Associate Accounting Analyst in their absence.

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### 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.:

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 Department of Transportation.

Must possess a good working knowledge of professional accounting practices and procedures employed by the State of CA. Requires a broad knowledge of Generally Accepted Accounting Principles and State fiscal reporting requirements.

Ability to communicate effectively, both orally and in writing and be flexible, persuasive, tactful and effective in imparting information in order to achieve desired results. Express ideas and information clearly, concisely, and logically to supervisors and employees.

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 CGI Advantage and Info Advantage.

The ability to establish and maintain professional and cooperative relationships 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

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employment.

## 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.

## 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.

## 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.

Regular and punctual attendance is required because functions 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