

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Accounting Officer, Specialist	OFFICE/BRANCH/SECTION OCCP/Service Payables Branch/Service Payables	
WORKING TITLE Senior Accounting Officer	POSITION NUMBER 900-081-4567-047	REVISION DATE 03/21/2023

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

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 including the audit, payment, and reconciliation of the more complex service contracts. Also works in a lead capacity to provide training, instruction, guidance, and assistance to other staff.

CORE COMPETENCIES:

As a Senior Accounting Officer, Specialist, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Strengthen Stewardship and Drive Efficiency - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
30% E	Responsible for reporting the Department's 1099 workload to the Internal Revenue Service (IRS). Serve 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 on going compliance. Provide customer service 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 Administration Manual (SAM), and Departmental Policy.

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30%	E	Responsible for audit, payment, and reconciliation of the more complex 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 cooperative agreements, leases, 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. Prepares, inputs, and monitors accounting transactions into Advantage. 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 claims schedules and Revolving Fund checks; takes the lead on special assignments such as, but not limited, to California Public Records Act requests, responding to audit inquiries, etc.
10%	E	Responsible for researching and taking corrective action for various types of accounting entries as a result of Advantage error, rejected and held payment documents, Out-of-Balance claim schedules(FO1 transactions), encumbrance discrepancies, contract retentions, claim cuts, Office Revolving Fund entries, and duplicate payments. Analyzes expenditure adjustment requests and processes the more difficult adjusting entries. Provides guidance to Accountant Trainees and Accounting Officers.
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.
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.

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

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 179, 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.

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

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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 5:00 pm. Regular and punctual attendance is required. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employee 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 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