

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Accounting Officer, Specialist	OFFICE/BRANCH/SECTION Accounting/Service Payables/SP2	
WORKING TITLE Accounting Officer	POSITION NUMBER 900-081-4546-xxx	REVISION DATE 11/20/2024

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, performs professional accounting duties of average difficulty for the Service Payables Branch. This position receives supervisions from an Accounting Administrator I and takes lead from a Senior Accounting Office (Specialist) and an Associate Accounting Analyst.

CORE COMPETENCIES:

As an 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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Innovation, 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 - Engagement, Pride)
- **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, Pride)
- **Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, 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, Pride)
- **Planning and Results Oriented**: Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Strengthen Stewardship and Drive Efficiency - Integrity, Pride)
- **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 - Innovation, Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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50%	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. Responsible for other types of payments such as co-operative agreements, purchase requests, leases, freight, legal, training and advance payments. Conduct analysis and audit cost accounting codes, discounts, prompt payment penalties, encumbrances, retention, duplicate payments and determine when it is appropriate to use the Department's Office Revolving Fund or State Controller's Office. Prepare, input and monitor accounting transactions into Advantage. Provide customer service to vendors, districts and headquarters' personnel.
30%	E	Responsible for researching and taking corrective action for various types of accounting entries as a 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.
15%	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. Provide training, instruction, guidance, and assistance to Accountant Trainees and semiprofessional accounting personnel.
5%	M	Perform special assignments and research related to the operation of the Service Payables Branch. Provide interpretations and acts as liaison to staff, vendors, and Departmental personnel regarding the rules and regulations of control agencies and Departmental policy. Perform other job-related duties within the scope of the classification as assigned.

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 basic accounting principles and practices, government accounting, budgeting, and fiscal management. The 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.

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

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problems with the heating and air conditioning, the building temperature may fluctuate. Working hours will be set sometime between 6:00 a.m. and 5:00 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 in state, but the travel it is not very frequent. Regular and punctual attendance is required.

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

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