

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION ORSA/Accounts Receivables/Section B	
WORKING TITLE Right of Way Rental Reconciliation Accountant	POSITION NUMBER 800-091-4588-xxx	REVISION DATE 12/06/2024

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 direction of an Accounting Administrator I (Supervisor), the Associate Accounting Analyst is independently responsible for performing the complex, technical, and analytical duties in the Accounts Receivable Branch. The Associate Accounting Analyst completes various reconciliations which require an understanding of the Right of Way Management Information System (ROWMIS) and the Advantage accounting system. The Associate Accounting Analyst independently conducts complex research of account activity that includes generating ad hoc reports from the Advantage accounting system and database reporting tools from the automated system files. The Associate Accounting Analyst is responsible for verification of the Advantage accounting system balances in all of the Right of Way Management asset, liability, revenue, and expenditure accounts.

**CORE COMPETENCIES:**

As an Associate Accounting Analyst, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Equity)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (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. (Cultivate Excellence - Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. ( Advance Equity and Livability in all Communities - Engagement, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
35% E	Responsible for the control and accountability of the Department's Right of Way Property Management asset, liability, revenue, and expenditure accounts as they relate to the production of monthly reconciliation and management reports. This includes monthly reconciliation with subBSA and district detail, between the Advantage accounting system and ROWMIS.

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20%	E	Identifies and resolves the more difficult problems by detailed analysis and coordinates with other members of the Division of Accounting and the Division of Information Technology. Assists in the preparation of financial reports to be used for monitoring account balances and developing the Department's year-end closing financial statements. Research in the performance of these duties includes generating ad hoc reports from Advantage and subsystem files to gather system balances and to research the source of reconciling items.
15%	E	Incumbent prepares monthly reconciliation between accounts receivable, revenue BSAs and contra accounts; also prepares reconciliations between accounts receivable revenue BSAs and subBSAs.
15%	E	Prepares additional monthly reconciliations and reports for submission to the Highways Fund Section in support of the Right of Way Program. This includes preparation of a monthly report of 24% of rental income from applicable revenue class properties due to the counties in lieu of property taxes, and a monthly report of rental income received from historical properties for transfer to the Historical Fund. Prepares annual letters and reports to the county assessors regarding the rental properties in those specific counties; requests the checks to pay the counties that have rental properties; mails the checks with a letter and listing of rental properties in those counties.
5%	E	Provides lead and guidance on technical matters to other accounting staff. Provide consultation, direction, training to staff in the mechanics of Revenue and Right of Way Accounting, and answering technical questions as necessary. Prepare ad hoc receivable reports as requested by the Branch and Office Chief.
5%	E	Monitors, analyzes, and corrects Right of Way Rental transactions rejected by the Advantage accounting system or posted to the accounting system with incomplete coding. Takes proactive measures and works with the Division of Information Technology to correct situations that result in ROWMIS transactions rejecting or recording with incomplete coding in Advantage.
5%	M	Assists in the year-end closing process, update desk procedures and other special projects. Responsible for developing new Right of Way Revenue Accounting procedures mandated by new legislation, changes in SAM or GAAP. Responsible for updating the Accounts Receivable portion of the Department's Accounting Manual and Reimbursement Manual as necessary. Performs other job-related duties within the scope of the classification as assigned.

<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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None. May act as a lead on behalf of the Accounting Administrator I in their absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

General knowledge of accounting principles and procedures; knowledge in establishing accounts receivables and in recording adjustments and payments against them. Knowledge of automated systems and Microsoft Office functionalities. The ability to answer questions and respond to debtor disputes orally and in writing with diplomacy and concern. The ability to work with a minimum of supervision in carrying out assigned duties and responsibilities, including reviewing accounts receivable files to gather information, answer questions or respond to debtor disputes. Express ideas and information clearly, concisely, and logically, both orally and in writing, to supervisors and employees. The ability to 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 information in order to achieve desired results.

**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 customer, vendors, and employees. This information includes, but 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 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.

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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.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent may be required to sit or stand 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.

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### 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. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employee may be required to Telework for certain days due to government office restrictions. Employees may be required to travel.

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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.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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