

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Senior Accounting Officer, Specialist	OFFICE/BRANCH/SECTION ORSA/Accounts Receivables/Section B	
WORKING TITLE Right of Way Rental Accountant	POSITION NUMBER 900-081-4567-xxx	REVISION DATE

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 (Supervisor), the Senior Accounting Officer is responsible for performing the more difficult professional accounting duties in the Right of Way Revenue Accounts Receivable Section. The incumbent will complete various reconciliations which will require an understanding of the Right of Way Management Information System (ROWMIS) and the Advantage accounting system. The incumbent will communicate financial policy and accountability for the Department's Right of Way Revenue Accounts Receivable Section and analyzes the appropriateness of accounts receivable accounting transactions. Incumbent is responsible for ensuring that transactions are appropriately posted to the ROWMIS and that the statutory and legal requirements have been satisfied.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. ( Advance Equity and Livability in all Communities - Engagement)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - 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. (Enhance and Connect the Multimodal Transportation Network - 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. (Enhance and Connect the Multimodal Transportation Network - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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. (Enhance and Connect the Multimodal Transportation Network - Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Enhance and Connect the Multimodal Transportation Network - Innovation)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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45%	E	Incumbent is responsible for the control and accountability of the Department's Right of Way receivables as they relate to the production of monthly reconciliations and management reports. Responsible for the reconciliation and maintenance of asset accounts related to accounts receivable balances for revenues within the Right of Way Management Information System (ROWMIS) and Advantage. Verifies scanned checks daily to ensure the payments are properly deposited to the tenancy accounts. Upload the data transactions to the Creditron database file and ROWMIS sub system. The incumbent will analyze the appropriateness of accounting transactions, ensuring that transactions are appropriately posted from the Sub systems to Advantage.
40%	E	Processes adjustment requests from certain district Right of Way agents including new tenancies, vacancies, maintenance offsets, late charge corrections, and transferring payments between accounts. Creates and processes adjustment transactions including non-sufficient funds checks, late charges, payment corrections, write-offs, and refunds. Communicates with Right of Way agents, system analysts, Accounts Payable, collection agency coordinator, and other Right of Way staff to provide accounting information to resolve specific problems. Monitor separation of duties and adherence to policy. Review and authorize daily payments received from tenants and processed by Cashiering, including checking for proper tenancy number, verifying batch and deposit amounts, duplicate payments, verifying certain revenue classes are separated and Section 8 payments applied. Research and reconcile rental accounts per request from Right of Way agents, collections, and third parties.
5%	E	Tracks security deposit rentals on the Right of Way Credit Report and provide to Headquarters and districts for management review.
5%	E	Identifies and resolves the more difficult problems by detailed analysis and coordination with other members of the Division of Accounting. Assists in the preparation of financial reports to be used for monitoring account balances and developing the Department's year-end closing financial statements.
5%	M	Research and respond to special requests and inquiries 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.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None. Lead capacity under Right of way Accounting Officers-Specialist and Accountant Trainee staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Have general knowledge of accounting principles and procedures. Have knowledge in establishing accounts receivables and in recording adjustments and payments against them. Have knowledge of automated systems. Answer questions and respond to debtor disputes orally and in writing with diplomacy and concern. Work with a minimum of supervision in carrying out assigned duties and responsibilities including review 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. 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**

An accurate 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.

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 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