

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Accounting Officer, Specialist	OFFICE/BRANCH/SECTION Office of Financial Accounting and Analysis/Cashiering	
WORKING TITLE Accounting Officer, Specialist	POSITION NUMBER 900-081-4546-xxx	REVISION DATE 08/08/2024

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 (Supervisor), the Accounting Officer (Specialist) is responsible for performing professional accounting duties related to Cashiering functions, which require a general understanding of the accounting processes for the Division of Accounting.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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 - Engagement, Equity, Innovation, Integrity, Pride)
- **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, Equity, Innovation, Integrity, Pride)
- **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. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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, Equity, Innovation, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Respond to the Cashiering customer service counter and hotline by researching, analyzing and providing assistance to Cashiering related issues and redirecting customers to proper parties as needed. Review and analyze various accounts receivable transactions to provide accurate and detailed facts to customer inquiries. Prepare, input and monitor credit card payments by analyzing individual records and posting cash receipts to appropriate accounts. Act as liaison between Cashiering and other functional areas and control agencies. Provide financial technical assistance and guidance to internal and external customers.

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30%	E	Review, record into the database, and distribute master payroll, Office Revolving Fund checks, special handling warrants, garnishments and overtime warrants. Coordinate warrant/check distribution with Human Resources, District Cashiers' Offices, Accounts Payable and other areas as necessary. Pick-up payroll warrants at the State Controller's Office; responsible for the movement of up to fifteen pound boxes in loading and unloading the car/cart.
30%	E	Maintain the Disposition of Payroll Warrants (DPW) inbox and disseminate accordingly. Analyze and evaluate employee financial documentation records to ensure timely processing. Monitor the DPW accounts to determine if follow-up action is needed and to ensure the follow-up action occurs. Reconcile and process the zero balance account for the State Controller's eFITS submission daily and submit to a lead for approval. Process contents of overnight District Cashiers bags. Retrieve mail from post office or mail room and sort, log, and distribute all incoming mail.
5%	E	Research and analyze returned or undeliverable warrants/checks and take appropriate action. Conduct research and analysis to resolve various discrepancies, such as erroneous accounting transactions. Responsible for developing, updating and maintaining detailed desk procedures. Coordinate employee transit subsidy activities, which includes signing up new employees, providing guidance on ordering passes, trouble shooting problems, and coordinating payroll deduction transactions with the Division of Mass Transit.
5%	M	May participate in cross functional teams as needed. May serve as a lead in providing training, instruction and guidance to Accountant Trainees. Assist with opening and closing of the safes. Perform 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

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Comprehensive knowledge of accounting principles and auditing practices and the ability to apply them in a governmental accounting atmosphere. Thorough knowledge of accounting controls and practices. The ability to analyze transactions for propriety and accuracy. The ability to communicate effectively. The ability to analyze routine to complex accounting and other information and draw sound conclusions and decisions to ensure proper accounting transactions. The ability to acquire knowledge of the current accounting system and interpret the related reports and procedures in mandatory. The ability to work independently to perform assigned duties and responsibilities, including identifying problems, researching and analyzing data, drawing sound conclusions, and developing an effective course of action including alternatives upon which to base valid decisions. The ability to express complex ideas and information clearly, concisely, and logically, both orally and in writing, to management, supervisors and employees. The ability to develop and maintain good working relations with groups and individuals. The ability to be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Inaccurate analysis and errors in accounting transactions may impact the integrity of management accounting reports, trial balances, federal reimbursement programs and the financial statements. Errors in judgment may jeopardize the safeguarding of assets of the Department. 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.

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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.

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### PUBLIC AND INTERNAL CONTACTS

Considerable contact in person and by telephone with departmental staff, other state agencies and the public is necessary. The incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and video display terminal. May 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. The ability to interact with and cooperate with many people. Responsible for the movement of up to fifteen pound boxes in loading and unloading a car/cart.

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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. Flexible schedules may not be available based on business needs of the organization. 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; however, travel is infrequent. It is expected that this position will have regular and punctual attendance as the functions performed affect the daily operations of the Cashiering Services Section. Flexible schedules may not be available based on business needs of the organization.

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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)

Minhaj Aziz

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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)

Jenny Wong

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SUPERVISOR (Signature)

DATE

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