

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

|                                            |                                                                                     |                             |
|--------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Accountant Trainee | OFFICE/BRANCH/SECTION<br>HQ/Div of Accounting/Office of Travel and Special Services |                             |
| WORKING TITLE<br>Accountant Trainee        | POSITION NUMBER<br>900-081-4179-XXX                                                 | REVISION DATE<br>01/09/2025 |

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 close supervision of an Accounting Administrator I, the Accountant Trainee is responsible for completing duties required for processing Statewide travel expenses and other employee claims, resolving travel payment issues and transaction errors, utilizing section databases, electronic spreadsheets and electronic data upload processes to facilitate timely and accurate payments, and completing expenditure adjustments. In addition, the position serves in a back-up capacity for other travel related accounting functions. The Accountant Trainee must utilize a mainframe system as well as personal computer, including database and other software.

**CORE COMPETENCIES:**

As an Accountant Trainee, 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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Cultivate Excellence - 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 - Engagement)
- **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. (Cultivate Excellence - 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 - Engagement, Innovation)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - 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. (Cultivate Excellence - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Cultivate Excellence - Integrity)

**TYPICAL DUTIES:**

| Percentage                              | Job Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Essential (E)/Marginal (M) <sup>1</sup> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 45% E                                   | In training capacity, review employees Travel Expense Claims (TECs) to insure claims meet the CalHR, State Controllers Office, State Administrative Manual, Board of Control and the department's policies, rules and regulations. The TECs must be processed within 10 days upon receipt in the section. Assist in scheduling claims and claim cuts in a timely manner. Claims should be completed and submitted for signature within one day from the date of the face sheet. Claim cuts should be researched and resubmitted within 10 working days. Verify and collect duplicated payments. |

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|-----|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 35% | E | Assist in communicating with employees both orally and through written means to resolve travel related questions and issues arising from processing TECs. Request documents or forms necessary to complete the processing of claims. Assist with travel information hotline.                                                                                                                                         |
| 10% | E | Enter accounting data into the AMS Advantage Financial System, ensuring the proper usage of transaction codes and the propriety of transactions and coding documents.                                                                                                                                                                                                                                                |
| 10% | M | Assist in preparing accounting entries for the AMS Advantage Financial System, identify and research erroneous accounting entries and take the necessary corrective action. Provide back-up coverage to other staff within the section, completing their duties as required to maintain operations and customer service levels. 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**

- Knowledge of the State of California's fund accounting process as well as a good working knowledge of professional accounting practices and procedures.
- Knowledge of State Administrative Manual, Department of Personnel Administration, Victims Compensation and Government Claims Board Rules, Departmental Accounting Manual, Government Code, and Departmental Travel Policy and Procedures.
- The ability to analyze accounting transactions and be able to make sound decisions and recommendations in regard to accounting practices and principals as utilized in state government. In addition, the concept of completed staff work is understood and implemented by the incumbent.
- The ability to plan, organize and establish work priorities is critical due to the need for timely and accurate financial information.
- As the section routinely deals with vendors and departmental staff, the ability to communicate effectively and treat customers with respect and courtesy is required.

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.
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.

Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Inaccurate analysis and errors in accounting transactions can impact the integrity of departmental accounting records. Failure to verify payment authorization and to accurately analyze results of transactions can result in undetected duplicate payments to vendors. Failure to clear erroneous transactions and exception items can result in inaccurate expenditure reports and financial statements.

**PUBLIC AND INTERNAL CONTACTS**

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also be

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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. This position requires the ability to work with dynamic priorities and deadlines.

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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. 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. This position requires the ability to work with dynamic priorities and deadlines.

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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 6:00 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.

The Division encourages and supports internal lateral rotation within the Division for personal and professional development. The Division also encourages staff to develop expertise in their positions before pursuing internal lateral rotations. Generally, expertise in positions is developed over time working in the position.

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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

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