

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| | | |
|--|---|-----------------------------|
| CLASSIFICATION TITLE Accounting Officer, Specialist | OFFICE/BRANCH/SECTION ORSA/ARB/Section B | |
| WORKING TITLE Collection and Right of Way Airspace Accountant | POSITION NUMBER 900-081-4546-xxx | REVISION DATE 03/06/2025 |

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

GENERAL STATEMENT:

Under the general supervision of an Accounting Administrator I, the Accounting Officer (Specialist) will perform professional accounting duties of average difficulty. The Accounting Officer (Specialist) is responsible for executing professional collection activities related to State highway property damage claims, bulk fuel claims, and vehicle damage claims accounts receivable within designated areas of California. The Accounting Officer (Specialist) will be tasked with completing various reconciliations, necessitating a familiarity with the Right of Way Management Information System (ROWMIS) and the CGI Advantage accounting system. The Accounting Officer (Specialist) will convey financial policies and oversight for the Department's Right of Way Revenue Accounts Receivable Section, assessing the legitimacy of accounts receivable transactions.

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. (Employee Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety - Pride)
- **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. (Employee 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. (Equity, Employee Excellence - Equity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Equity - Collaboration, Equity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity)
- **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. (Employee Excellence - Collaboration, Stewardship)
- **Forward Thinking:** Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Employee Excellence - Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation)

TYPICAL DUTIES:

| Percentage | | Job Description |
|---|---|---|
| Essential (E)/Marginal (M) ¹ | | |
| 30% | E | Analyze and verify accounts, records, and other documentation to ensure compliance with all statutory and legal obligations. Respond to inquiries from debtors, insurance companies, attorneys, and businesses, utilize the guidelines outlined in the California Vehicle Code, the State Administrative Manual, the Government Code, and departmental policies. Address questions related to the legality of charges, debt settlements, disputes, and outstanding invoices. Collaborate with other departmental staff as needed. Prepare written communications and itemized statements upon request, and address questions or disputes from debtors through email, postal mail, and phone calls. Establish installment payment plans, confirm vehicle ownership with the Department of Motor Vehicles, and verify debtor addresses and police accident reports when required. |

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

| | | |
|-----|---|---|
| 30% | E | Handle adjustment requests from designated district Right of Way agents, which encompass new tenancies, vacancies, maintenance offsets, late charge corrections, and payment transfers between accounts. Generate and process adjustment transactions, including non-sufficient funds checks, late charges, payment corrections, and refunds. Engage with Right of Way agents, system analysts, Accounts Payable, the collection agency coordinator, and other Right of Way personnel to provide necessary accounting information for problem resolution. Oversee the separation of duties and compliance with policies. Review and authorizes daily payments received from tenants, processed by Cashiering, ensuring accuracy in tenancy numbers, batch and deposit amounts, identification of duplicate payments, and proper allocation of certain revenue classes, including Section 8 payments. Conduct research and reconciliation of rental accounts as requested by Right of Way agents, collections, and third parties. The incumbent will evaluate the appropriateness of accounting transactions, ensuring accurate posting to the ROWMIS and CGI Advantage systems. |
| 20% | E | Examine each abatement invoice to assess its current status and identify the necessary collection actions to be implemented. Detect and address any issues related to these overdue invoices. Record collection activities in CGI Advantage by entering relevant details for each account, including the date, communication method, and resolutions achieved, using the Accounts Receivable Correspondence History Table (RCHT). |
| 15% | E | Generate correspondence to accompany billing statements under exceptional circumstances. Execute various office tasks related to the preparation of accounts receivable documents and the submission of overdue invoices for revenue right of way and abatement to legal or collection agencies. Review documents to record accounts receivable write-offs and adjustment entries in Advantage or RWPMS. Address any discrepancies arising from these postings. |
| 5% | M | Distribute accounts receivable invoices and manage the daily mail for the sections. Organize receivables documentation and create spreadsheets as instructed by management. 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

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

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 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 frequently contact district personnel, other Department employees and/or the general public to discuss accounts receivable accounting transactions. These contacts will be verbal or written, as needed, to perform assigned duties.

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

ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

relationships.

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. Regular and punctual attendance is mandatory. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel.

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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
