

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Accounting Officer, Specialist	OFFICE/BRANCH/SECTION OFAA/HBAB/Highway Funds Section
WORKING TITLE Senior Accounting Officer, Specialist	POSITION NUMBER 900-081-4567-XXX
	REVISION DATE 03/20/2025

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

GENERAL STATEMENT:

Under the general direction of an Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) is responsible for independently performing the more complex analytical accounting duties associated with the Department's general ledger accounts. The Senior Accounting Officer (Specialist) has in-depth knowledge of the financial reporting requirements of a fund including generally accepted accounting principles, analysis of budget act language and related legislation, understanding coding structure for financial controls and reporting, and preparing year-end financial statements.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Collaboration, Innovation)
- **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. (Employee Excellence - Equity, Integrity, Stewardship)
- **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. (Employee Excellence - Collaboration, Stewardship)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Employee Excellence - Equity, Innovation, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Integrity, People First, Stewardship)
- **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, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Employee Excellence - Innovation, Integrity, Stewardship)

TYPICAL DUTIES:

Percentage	Job Description
40% E	Responsible for the statewide revenue accounting and reconciliation for the State Highway Account, General Ledger Accounts 8000 & 9892 (Revenue) to the State Controller's Office records. Initiates communication with other Headquarters fiscal units on to resolve reconciling items on the cash collected for revenue accounts receivables as related to revenue accounts.
20% E	Exercises functional control for The State Highway Account (SHA) Highway Properties Rental Income Program and the reconciliations of the Right of Way Property Management System (RWPMS) to ensure Departmental rental revenues are properly accounted, billed, and collected. Ensures rental deposits match to revenue posting in three fiscal systems - Advantage, RWPMS and State Controller's accounts. Performs research and analysis of sub-system interface issues between AMS and RWPMS. Responsibilities include follow-up with the Accounts Receivable staff working with the system to resolve any discrepancies.

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15%	E	Performs monthly general ledger reconciliation for SHA GL 1210 (Deposits in SMIF), GL 3220 (Due to Local Governments), GL 3410 (Revenue Collected in Advance), GL 9891 (Refunds to Reverted Appropriations) and GL 9893 (Prior Year Appropriation Adjustments).
10%	E	Serves as fund monitor for the Special Deposit Funds. Duties include analysis and monitoring of budget act language and related legislation, establishes coding structure for budgetary/legal purposes and collaborates with Programs and Budgets staff to resolve funding and reporting issues. Performs certification of funds, monitors cash deposits and account for cash transactions due to SCO Transfers/ Receipts. Prepares Plans of Financial Adjustment, processes documents in the AMS Advantage System, reconciles monthly GL activity to SCO and prepares the year-end financial statements.
10%	E	Prepares State Highway Account (Fund 0042) year-end revenue accruals and Reports 4 financial statement, Report 9 for Budgets, Reports A3A for Bureau of Census, and Federal Highway Administration (FHWA) 531 for the Federal Highway Administration.
5%	M	Performs special assignments and staff work related to the operation of the section or completion of strategic office objectives. May analyze legislation to evaluate fiscal impact and develop recommendations. May participate in Caltrans process improvement teams and deliver presentations or provide training to customers/stakeholders. Performs 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. However, may act in a lead capacity, provide technical direction, guidance or training to team members or customers / stakeholders.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Comprehensive knowledge of accounting principles and auditing practices and the ability to apply them in a governmental accounting environment. Thorough knowledge of internal control and practices.

The ability to analyze routine to complex accounting issues 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 is mandatory.

The ability to work independently with a minimum of supervision in carrying out assigned duties and responsibilities; analyze complex financial data, research and analyze data, draw sound conclusions, and develop 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. Develop and maintain good working relations with groups and individuals during the course of work. 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 can impact the integrity of management accounting reports, trial balances, federal reimbursement programs and the financial statements. In addition, errors in judgment may jeopardize the safeguarding of the Department's assets.

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.

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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.

PUBLIC AND INTERNAL CONTACTS

Considerable contacts in person and by telephone with departmental staff, other State agencies and the public is necessary. 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.

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.

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. 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.

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