

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Senior Accounting Officer, Specialist	OFFICE/BRANCH/SECTION ORSA/Accounts Receivable/Section A	
WORKING TITLE Reimbursement/ Abatement Collection Accountant	POSITION NUMBER 900-081-4567-XXX	REVISION DATE 07/23/2026

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 the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) performs complex accounting duties related to reimbursement, abatements, and collections. The Senior Accounting Officer (Specialist) reviews cooperative agreements to ensure compliance, prepares demand letters, responds to debtor inquiries, and monitors and manages past-due invoices. The Senior Accounting Officer (Specialist) coordinates accounts referred to collection agencies, updates financial records in the Advantage system, evaluates accounts for write-off eligibility, prepares aging reports and researches outstanding invoices.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Equity - Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety - Integrity)
- Initiative**: Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - 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. (Prosperity - Innovation)
- 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. (Climate Action - Collaboration)
- Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Equity - 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 - People First)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - People First)
- Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety - Integrity)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Performs project monitoring and complex accounting duties for Reimbursement and Abatement Collection. Monitors, bills, and reports on projects, analyzes expenditures, reviews overhead, issues invoices, conducts initial reviews of cooperative agreements and uses InfoAdvantage or Datalink to ensure compliance with policies and contracts, responding to stakeholders as needed. Tracks past-due invoices, provides status reports to Human Resources, Cashiering, project managers, and Accounts Payable. Resolves discrepancies and documents collection efforts to ensure accuracy, compliance, and proper resolution. Manages accounts for separated employees (Payroll Accounts Receivable/Salary Advance Receivable), Service Employees International Union / California State Employees Association union invoice aging reports, construction overpayment aging reports (Project Information System Analysis) and manual non–state highway abatement invoices, ensuring accuracy, proper documentation, and compliance with state and departmental policies.
30%	E	Conducts managerial review and performs complex accounting work for Reimbursement, Abatement, and Collection functions. For Reimbursement, reviews cooperative agreements, ensures compliance with accounting policies and state laws and verifies funding approvals. For Abatement, prepares demand letters, responds to debtor inquiries and submits past-due invoices to collection. Coordinates collection agency accounts and updates the Advantage system. Evaluates write-offs and generates aging and research reports to ensure accuracy, proper documentation and compliance with departmental and state requirements.
15%	E	Reconciles and interprets reports using InfoAdvantage and Datalink, performs independent analyses and processes correcting entries in Advantage. Ensures expenditures and accounts receivable transactions comply with statutory requirements, resolves invoice disputes with project managers, prepares interim cost summaries and supports fiscal year-end activities including clearing lapsing appropriations. Posts write-offs of non-collectible accounts, clears rejected interfaced Payroll Accounts Receivable documents and prepares and tracks various audit reports and findings to ensure accuracy, compliance, and proper documentation.
10%	E	Monitors invoices through Accounts Receivable Aging and 5.3 reports and provides management with updates on payment status. Performs accounting duties for Reimbursement and Abatement. Resolves invoice disputes with contributors and project managers, prepares interim or draft project cost summaries, and participates in fiscal year-end processes. Generates aging reports, researches and analyzes unpaid invoices, prepares documentation for legal action and submits cases to the Department’s contracted collection agency to facilitate recovery. Develops and maintains desk procedures and updates departmental manuals, including accounts receivable and reimbursement guidelines to align with legislation, State Administrative Manual, and Generally Accepted Accounting Principles. Implements new reimbursement accounting procedures as needed. Establishes and monitors installment payment agreements, performs reconciliations at year-end, and assists with assignments that support operational goals and professional growth.
5%	M	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. May act on behalf of the Accounting Administrator I (Supervisor) in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Employees to be made aware of and comply with Caltrans’ information security policies when accessing computer systems, files, and reports. Take precautions to preserve data integrity, confidentiality, and protect against unauthorized access or system contamination. A solid working knowledge of professional accounting practices and procedures used by the State of California is required. The ability to interpret contract language, apply policies and procedures, and utilize automated accounting systems including Advantage, InfoAdvantage, and Datalink. Strong analytical, planning, organizational, and communication skills are essential, along with the ability to establish and maintain professional, cooperative relationships with internal and external stakeholders.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Inaccurate analysis or errors in accounting transactions may impact the integrity of accounting data, management reports, trial balances, the Department’s financial statements, federal statistical reports and federal and local reimbursement. Errors in analysis and judgment could place the Department in violation of legislative or statutory constraints regarding the availability and

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expenditure of the department funds. 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, costumers, and employees. This information includes, but is not limited to: social security number, address, phone number, medical or employment history, education, work history, or similar information. Failure to protect this information may damage the Division of Accounting's reputation as a confidential organization and result in lawsuits or employee grievances. Intensional violation of the Act will result in disciplinary action, up to and including, termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent routinely communicates with Department employees regarding reimbursement projects and abatement matters, using verbal or written methods as needed. Maintains extensive contact with external clients, including City, County, State, and Tax Measure Agencies. Regularly coordinates with Caltrans districts, Division of Accounting staff, and engineering and budgeting personnel. The incumbent is expected to establish and maintain the confidence, cooperation, and trust of all contacts to ensure effective project coordination, accurate reporting, and timely resolution.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to stay in the stationary position for extended periods using a keyboard and video display terminal and to move large or cumbersome reports as needed. The position demands sustained concentration to meet strict deadlines and requires frequent interaction with others. The ability to cooperatively and professionally to establish and maintain effective relationships, ensuring accuracy, efficiency, and a positive work environment for both reimbursement and abatement activities.

WORK ENVIRONMENT

Employee primarily works in a climate-controlled office under artificial light, though building temperatures may occasionally fluctuate. Working hours are generally set between 6 a.m. and 5 p.m. Overtime may be required with prior approval, and vacation may be limited during peak periods or fiscal year-end closing. Employee may be required to travel in-state, though such travel is infrequent. Regular and punctual attendance is desired while performing both reimbursement and abatement duties.

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
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)	DATE
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