

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Officer, Specialist	81/Accounting/URFAB/Utility Service Payments - Section A	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Accounting Officer, Specialist	900-081-4546-XXX	08/03/2026

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

GENERAL STATEMENT:

Under the general supervision of an Accounting Administrator I (Supervisor), the Accounting Officer (Specialist) performs professional accounting work related to the Utility Payments. The Accounting Officer (Specialist) ensures the safeguarding of assets and compliance with fiscal and accounting policies applicable to the position. The Accounting Officer (Specialist) prepares and processes utility invoices, verifies vendor accounts, batches invoices, and assembles claim schedules.

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 - Collaboration, Integrity, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Integrity, Pride, Stewardship)
- 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 - Stewardship)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Employee Excellence - Collaboration, Integrity, Stewardship)
- 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. (Safety, Employee Excellence - Collaboration, Equity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Integrity, Stewardship)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Collaboration, Integrity)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Equity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Prepares utility invoices for payment, by identifying and verifying vendor account information, preparing invoices for batch processing and assembling claim schedules. Processes invoices received in paper or via electronic media. Completes more complex account reconciliations, corrects claim schedule, resolves rejected invoices, corrects system processing errors and expenditure adjustments. Utilizes Advantage, infoAdvantage, Datalink, and Paper Utility Invoice Automation to perform these activities. Also, may utilize Advantage, infoAdvantage, and Datalink to generate expenditure reports and other reports needed for reconciliation purposes.

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35%	E	Acts as a liaison with Department personnel, vendors and other state agencies. Prepares clear and concise responses to requests for information. These responses may be verbal, written or in a report format and require the use of Advantage, infoAdvantage, Datalink, or other sources. Provides Advantage and infoAdvantage training related to invoice payment to Department personnel which may involve traveling. Requests information from Districts regarding backlogged and closed accounts. Reviews utility service authorization forms provided by districts for accuracy. Submits the forms to the section responsible for related data input and reviews resulting data input for accuracy. May complete data input for certain fields on authorization forms.
15%	E	Prepares transactions and supporting documentation required to process returned warrants and abatements resulting from vendors issuing checks to the Department. Processes expenditure adjustments. Prepares and revises section procedures. Develops and documents new processes resulting from changes in business practices.
10%	M	Uploads and downloads data into Advantage and infoAdvantage to support payment processing, reporting and utility account related activities. Prepares forms for filing. 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.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of accounting principles and procedures; governmental accounting and budgeting; financial organization; principles of business management and State of California procedures, laws, rules, uniform accounting system and regulations.

The ability to utilize the departmental accounting system, Advantage, infoAdvantage, and Datalink. The ability to establish work priorities is critical due to the need for accurate financial information. The ability to apply accounting principles and procedures to analyze professional accounting problems; draw sound, accurate conclusions; and recommend effective courses of action to accurately resolve such problems.

Employees to 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. Failure to pay bills promptly can subject the Department to interest penalties.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive contacts in person, by telephone and by e-mail with Division of Accounting staff, departmental

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personnel of all levels, vendors, representatives of other state agencies and the general public.

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. The ability 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. The ability to work with dynamic priorities and deadlines.

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 is not very frequent.

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

POSITION DUTY STATEMENT

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CLASSIFICATION TITLE Accountant Trainee	OFFICE/BRANCH/SECTION 81/Accounting/URFAB/Utility Service Payments - Section A	
WORKING TITLE Accountant Trainee	POSITION NUMBER 900-081-4179-XXX	REVISION DATE 08/03/2026

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

GENERAL STATEMENT:

Under the close supervision of an Accounting Administrator I (Supervisor), the Accountant Trainee (AT), as a learner, performs professional accounting work related to utility payments. The AT ensures the safeguarding of assets and compliance with fiscal and accounting policies applicable to the position. The AT prepares and processes utility invoices, verifies vendor accounts, batches invoices, and assembles claim schedules.

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.

- Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Employee Excellence - Collaboration, Integrity, Stewardship)
- Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety, Employee Excellence - Integrity, Stewardship)
- 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 - Stewardship)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Safety, Employee Excellence - Collaboration, Integrity, Stewardship)
- Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Collaboration, Equity, Pride)
- Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Collaboration, Equity, 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. (Safety, Employee Excellence - Collaboration, Integrity, Stewardship)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Employee Excellence - Collaboration, Integrity)
- Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Collaboration, Equity, Pride)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	As a learner, prepares utility invoices for payment, by identifying and verifying vendor account information, preparing invoices for batch processing and assembling claim schedules. Processes invoices received in paper or via electronic media. Under close supervision, completes account reconciliations, corrects claim schedule, resolves rejected invoices, corrects system processing errors and expenditure adjustments. Utilizes Advantage, infoAdvantage, Datalink, and Paper Utility Invoice Automation to perform these activities. Utilizes Advantage, infoAdvantage, and Datalink to generate expenditure reports and other reports needed for reconciliation purposes.

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35%	E	Acts as a liaison with Department personnel, vendors and other state agencies. Prepares clear and concise responses to requests for information. These responses may be verbal, written or in a report format and require the use of Advantage, infoAdvantage, Datalink, or other sources. Provides Advantage and infoAdvantage training related to invoice payment to Department personnel which may require traveling. Requests information from Districts regarding backlogged and closed accounts. Reviews utility service authorization forms provided by districts for accuracy. Submits the forms to the section responsible for related data input and reviews resulting data input for accuracy. May complete data entry for certain fields on authorization forms.
15%	E	Assists in preparing transactions and supporting documentation required to process returned warrants and abatements resulting from vendors issuing checks to the Department. Processes expenditure adjustments. Prepares and revises section procedures. Develops and documents new processes resulting from changes in business practices.
10%	M	Uploads and downloads data in Advantage and infoAdvantage to support payment processing, reporting, and utility account-related activities. Prepares forms for filing. 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.
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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of accounting principles and procedures; governmental accounting and budgeting; financial organization; principles of business management and State of California procedures, laws, rules, uniform accounting system and regulations.

The ability to utilize the departmental accounting system, Advantage, infoAdvantage, and Datalink. The ability to establish work priorities is critical due to the need for accurate financial information. The ability to apply accounting principles and procedures to analyze professional accounting problems; draw sound, accurate conclusions; and recommend effective courses of action to accurately resolve such problems.

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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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