STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	Accounting/OCCP/Commodity Payments Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Accounting Analyst	900-081-4588-924	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general supervision of an Accounting Administrator I, the Associate Accounting Analyst has the responsibility statewide to oversee fiscal operations to assure that certification of funds, encumbrances, and liquidations of encumbrances are in accordance with legislative requirements, legal statutes, budget allocations and Departmental policy.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Responsible for the independent analysis of accounting data to assist in problem resolution and recommending solutions compatible to State and Department regulations, policies and procedures.
40%	E	Responsible for establishing and maintaining liaison with Departmental managers to identify accounting data needs and for identifying possible ways of using that data for assisting districts and divisions for management purposes. Responsible for identifying changes in the operating programs which effect the accounting operations with direct impact to establishing and maintaining encumbrances. Responsible for taking appropriate action to ensure districts and divisions are in compliance with State and Departmental regulations, policies and procedures.
10%	E	Responsible for running ad hoc reports from the computerized financial system, AMS Advantage and InfoAdvantage, to identify improper coding and prohibited encumbrance activity and to work with the divisions and districts the correct encumbrances accordingly.
5%	E	Responsible for implementing work plans designed to achieve the Section's goal and objectives. Independently recommends and implements procedural changes and/or enhancements to AMS Advantage, related to encumbrance function.
5%	M	Performs special assignments and projects directly related to the daily operation of the Section/ Branch or Division Strategic objectives.

[1]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. May serve in a lead capacity providing technical guidance and temporary office coverage.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

In addition to the thorough knowledge of the accounting principles and procedures, the incumbent must understand the State's uniform accounting system and financial organization and procedures; policies, rules, and regulations of the Legislature, State Controller, State Treasurer, and State control agencies as they relate to Department's financial management activities and its mission. This position requires knowledge of the Department's financial system (AMS Advantage), understanding of the Department's budget process, and familiarization with the Department's Accounting Manual, State Administrative Manual, Government Code, statutes, and other legal requirements that govern the Department.

The incumbent must have the ability to communicate effectively, both orally and in writing, to both working and management levels.

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This position requires the ability to analyze data and draw sound conclusions using statistical methods and applying accounting principles and practices; to identify trends and errors; to adopt an effective course of action and make recommendations and sound decisions; and to determine the effects on accounting operations caused by changes to laws, statutes or policies that govern the Department. The individual must have the ability to determine the validity of data in the automated accounting system (AMS Advantage) and how this data relates to the Department's budgetary process.

The incumbent must analyze problems and make decisions as to how to correct problems expeditiously; must make decisions as to what data to select, which key items are most meaningful in reports prepared for management, best manner in which to select and present results, and what support should be necessary and made available for data used.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Critical analyses of accounting transactions are required of this position to ensure the Department's financial operations are not jeopardized. The individual is responsible for evaluating proposed use of the funds to ensure compliance with existing policies and procedures. Errors in judgment could place the Department in violation of legislative, judicial, or statutory constraints regarding the expenditure of departmental funds.

PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with departmental personnel at both the working and management levels. The purpose of these contacts is to resolve problems or develop processes relating to the various departmental activity.

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 within shared cubicles. Working hours will be set sometime between 6:00 a.m. and 5:00 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. As critical activities require timely attention, it is essential that the incumbent maintain regular and punctual attendance.

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.)

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)

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SUPERVISOR (Signature)	DATE