

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION Division of Accounting –Highway Fund Section	
WORKING TITLE Associate Accounting Analyst	POSITION NUMBER 900-081-4588-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

GENERAL STATEMENT: (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general direction of an Accounting Administrator I (Supervisor), the person is responsible for independently performing the more complex analytical accounting duties associated with the Department's Cash general ledger accounts. The incumbent 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. Vacation may be restricted during July and August due to reconciliation activity and financial reporting deadlines.

TYPICAL DUTIES: (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) ¹	Job Description
50% (E)	Incumbent performs analysis and reconciliation to account for the cash transactions related to the State Controller's Office transfers and receipts which annually exceed \$12 billions in total for both the Sate Highway Account (SHA) and the Transportation Revolving Account (TRA) including making manual cash related accounting entries and analyzing the entries entries made from various subsystems in AMS. This position is also responsible for reconciling claims file general ledger (GL 3020) related to cash activities and providing critical cash expenditure data that is used for the Department's cash forecasting purposes.
30% (E)	Prepares fiscal year-end financial reports of accruals and Adjustments to Controller's Accounts (reports 1 and 3) including DF 303. Acts as fund monitor and lead contact for the SHA fiscal year-end reporting to outside agencies including auditors. The fund monitor position includes providing guidance and solutions to Departmental staff on the technical general ledger accounting activities involving the SHA and TRA cash activities.
10% (M)	Performs the most complex, special assignments and legislative analysis directly related to the operation of the Section and the accomplishment of strategic objectives. This includes analysis of the proposed Governor's Budget against the current year budget and monitoring changes made in committee hearings. Evaluates the impact to current business processes and develops accounting procedures needed to implement legislation related to a fund and to meet fiscal reporting requirements.
10% (M)	Incumbent performs special assignments and training to team members. Participates in Caltrans process improvements teams and completion of the staff work requires for integrated business solutions.

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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. This position may serve in a lead capacity providing technical guidance and temporary office coverage

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- * Knowledge of the mission, goals, programs, laws, rules and policies of the State of California and the Dept. of Transportation.
- * Knowledge of governmental accounting principles and budget process of the State of California and the Dept. of Transportation.
- * Knowledge of governmental accounting, budgeting and fiscal management.
- * Ability to manage time, adapt well to change and maintain cooperative relationships with people contacted through work.
- * Ability to think creatively, analyze data and draw sound conclusions.
- * Ability to speak and write effectively.
- * Ability to analyze situations accurately, evaluate impact and recommend an effective course of action.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could place the Department in violation of constitutional and statutory requirements for the use of revenues and appropriations which may have a negative impact on the preparation of accurate and timely financial statements. Consequence of error may place the Department in violation of statutes for fiscal disclosure of assets, liabilities, revenue, fund balance and expenditures incurred during the fiscal year.

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 is 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

This position makes frequent contact with executive management and operational personnel of various Caltrans Programs/Divisions, the State Controller's Office, the Department of Finance, the office of the Legislative Analyst, State Treasurer's Office, Federal Highway Administration, and various audit organizations.

This position communicates extensively through E-mail, phone and through presentations during meetings about matters related to business process/procedures, reporting requirements, statutes and methodology.

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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.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation.

(If you believe you may require reasonable accommodation, please discuss this with the 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.)

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 am and 5:00 p.m. Overtime may be required, and vacations will 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.

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)

SUPERVISOR (Signature)

DATE