

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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

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 direction from an Accounting Administrator I (Supervisor), the individual in this position is required to exercise a high degree of independence in completing required duties. This position requires in-depth knowledge of financial reporting requirements, the budget cycle, Caltrans Programs, funding sources and cost structure.

This position creates ad-hoc reports and analyzes data to monitor budget appropriations within the State Highway Account- Highways Program; prepares monthly and year-end financial reports; certifies funding for capital projects; analyzes transactions and ensures that the cost structure within the projects are compatible with state fiscal reporting requirements; analyzes budget legislation and establishes coding structure for budgetary/legal basis reporting and performs general ledger reconciliation.

TYPICAL DUTIES:

Percentage		Job Description
40%	E	Performs budgetary and fund accounting responsibilities which includes, but is not limited to, analyzing and monitoring of appropriations and expenditures; proper recording of accounting activity posted by the State Controller's Office, preparing monthly general ledger account reconciliations and Plans of Financial Adjustment, establishing reporting requirements and operating procedures, developing and analyzing monitoring reports, preparing GAAP and Legal basis financial statements and various related year-end reports and resolving findings from internal and external financial and compliance audits.
40%	E	Responsible for analyzing and reconciling data for general ledger accounts. This includes reviewing reporting requirements, analyzing the entries made into the mainline accounting system, AMS Advantage; gathering data and conducting analysis on various problems and ensuring that generally accepted accounting principles are being followed. Monitors document flow through the automated accounting systems to ensure procedural compliance with fiscal policy to maintain consistency of data. Responsible for determining and taking necessary corrective action for problems identified.
15%	E	Certifies funding for SHA capital outlay construction projects. This includes analysis of financial data in (AMS) from the Project Budget (BQ94), CAM and CT docs, project funding profile, and other documents to ensure that projects are properly funded and recorded accurately against the budget in automated accounting systems. This also involves consultation with Caltrans Budgets and District/HQ Project Control to validate financial data and partner to resolve funding issues, incompatible coding and errors.
5%	M	Performs complex special assignments related to the operation of the Section. Involves participation in Caltrans process improvement teams and completing the staff work required to develop integrated solutions that meet customer and statutory requirements.

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 serve in a lead capacity, providing technical guidance or training to other accounting staff.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

This position requires in-depth knowledge of the Department's accounting system, Caltrans Programs and the budget process. Also requires broad knowledge of financial reporting requirements, funding sources, and the complex cost structure. Must have knowledge of the Department's Accounting & Coding Manuals, the State Administrative Manual, Generally Accepted Accounting Principles, Government Code, statues and other legal requirements governing the Department.

The incumbent is required to exercise a high degree of independence in completing required duties. This position requires, in-depth knowledge of financial reporting requirements, the budget cycle, Caltrans Programs, funding sources and cost structure.

The incumbent must be able to apply analytical skills and draw sound conclusion. Incumbent will be expected to understand and interpret legislative changes; prepare comprehensive and concise reports; reason logically and creatively; plan and organize workload and projects. Must become proficient ad-hoc reports.

This position requires good interpersonal and communication skills (both written and oral presentations). The incumbent must demonstrate initiative and be able to manage multiple priorities. Must be able to work independently and collaborate in a team environment to accomplish section goals. Must be able to maintain positive working relationship with team members and customers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions may impact the integrity of accounting management reports, trial balances, federal reimbursement programs, and the Department's financial statements. Errors in analysis and judgment could place the Department in violation of legislative or statutory constrains regarding the availability and expenditure of the Department's funds.

PUBLIC AND INTERNAL CONTACTS

This position involves extensive contact with the Department's Program staff, Budget staff and Accounting staff at the working and management level to resolve budgetary overruns and erroneously charged expenditure. Also involves contact with representatives from state control agencies other state Department and the 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. 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 am and 6.00 pm. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing (July through end of August). Employees may be required to travel in state, but the travel it is not very frequent.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff in their positions long enough to develop some expertise before transferring.

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)

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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
