

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	OPA/HQ Proj. Cntrl & Final Vouch.Br/HQ Proj. Cntrl Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Associate Accounting Analyst	900-081-4588-042	

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 (Supervisor), the Associate Accounting Analyst is responsible to perform the most complex and high risk analytical duties which require an understanding of the Department's financial system (CGI-Advantage), financial reporting database (InfoAdvantage), and the automated time reporting system (Staff Central)

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Responsible for the operation of the Department's Financial system (CGI-Advantage) relating to Project setup (CAS and CAM documents). Analyze the establishment and modification of Projects for appropriateness based on Department's coding structure, policy and procedure. Create Project IDs in the system for HQs Program's 10, 20 & 40 Non Project category. Provide training, when requested, to the Program's staff. Maintain and assign Funding Profile numbers to the programs and certain Division of Accounting staff. Provide direction to District Project Control Officers, Accounting, and Programs staff related to Projects setup. Troubleshoot Project setup issues through analysis of the Project. Accuracy of Project set up is necessary in order to report expenditures to control agencies, federal and local entities. The analysis is required to exercise a high degree of independence in completing required duties.
30%	E	Monitor, analyze, and clear rejected labor transactions by contacting employees, running reports and submitting CHL documents. It is critical these Labor Errors are clear timely as expenditures need to post in the Department's financial system.
10%	M	Maintain and provide the updated spreadsheet of the Statewide and Overhead Projects to the Utilities Section to ensure they have the most current information for projects used for Utility Payments. Participate in year-end meetings. Participate in Special Projects assignments.
10%	M	Update, when required, the Coding Manual Chapter 6 - Labor Objects & Sub-Object Codes by preparing a T-Memo to be approved by the Division of Accounting Office's Chief.
10%	M	Prepares and Process Expenditure Reclassifications Request. Follow up to verify accuracy and completeness. Responsible to monitor the HQ Project Control Email in-box. Act as a Supervisor back-up when is necessary.

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 statutory laws affecting the Department, Federal Highway Administration, Federal Aid programming requirements, and reimbursement policies.
- Ability to apply knowledge of the accounting principles, governmental accounting, budgeting, and fiscal management; office methods and procedures; and statistical methods.
- Understanding of electric data processing systems, including CGI Advantage, InfoAdvantage, and Staff Central.
- Ability to understand and manage the Department's financial systems that is essential for the integrity of the financial

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information upon which the entire Department relies.

- Ability to understand and interpret financial policy; to communicate effectively with all levels of management; to establish and maintain cooperative relationships with representatives of public and private agencies; and to speak and write effectively.
- Ability to reason logically and creatively, utilizing a variety of analytical techniques to define accounting and systems problems and determine a course of action that will bring about a resolution. The analyst must be able to analyze data, and develop and evaluate alternative proposals.
- Ability to exercise a high degree of independence in completing required duties.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for the operation and documentation of the financial systems for the Department of Transportation. Improper decisions could result in loss of revenue, improper management decision, inaccurate financial reporting, incorrect budgetary decisions, and noncompliance with statutory requirements. In addition, it could subject the Department to severe criticism from the Legislature, Department of Finance, and the Federal Highway Administration.

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 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

The employee will have routine contacts with HQ program budget staff as well as District and HQ budget managers/representatives and District and HQ program managers and their staff. He/she will confer with all levels of departmental management and personnel, other functional areas, and other State Agencies. Employee is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work and must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

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. The duties of this position require interaction with many people; it is important that the employee works 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-ending closing. This occurs for the month of June and July. Employees may occasionally be required to travel in state.

While we expect and promote internal transfers with the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring. Regular and punctual attendance is required.

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

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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
