

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION ORSA/FSMB/DMS	
WORKING TITLE Data Management Operations and Reporting 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 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 of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst works with various Departmental programs and Accounting staff related to CGI Advantage (Advantage) needs that are tied to the Business Processes and Policy requirements to ensure accuracy, high performance, data and system integrity.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
35%	E	Consult with management and other functional units statewide to assess their financial needs and develop detailed reports. Generate adhoc reports from the reporting system (infoAdvantage) to satisfy requests from users throughout the Department. This requires an advanced level of reporting skills as well as an understanding of Caltrans accounting data and document flow through Advantage.
30%	E	Act as a statewide liaison for financial reporting. This includes the following: <ul style="list-style-type: none"> • Provide and coordinate infoAdvantage training (which involves the development and updating of training materials) • Create and edit reporting materials and update the infoAdvantage website • Act as a lead/participant in meetings, presentations, and teleconferences • Develop and conduct reporting webinars • Generate historical adhoc reports from the legacy systems such as, TRAMS/FiDO, for users throughout the Department with a need for historical financial information. This requires an advanced level of reporting skills as well as an understanding of the historical accounting system, coding structure and accounting processes.
15%	E	Maintain and update the Advantage tables to ensure financial records are updated accordingly for accurate financial reporting. Manage the maintenance and operation of Advantage to ensure accuracy and high performance through various applications and system modifications. Analyze, review and submit the Advantage Batch Jobs such as Daily Disbursement Printing, Reclassification Processes, System Assurances, and System Utility Maintenance. Maintain and update the Advantage Calendar.
10%	E	Research and perform analysis of Advantage problems such as, System Errors, Document Error Messages, and Security Error Messages. Act as liaison with Advantage IT to determine the solution for these problems. Generate reports from Tool for Oracle Application Developers (TOAD) using scripts for Accounting users with a need for data research and analysis of financial information. This requires an advanced level of reporting skills as well as an understanding of TOAD database, tables, indexes and stored procedures.
5%	E	Perform, coordinate and plan Year End Closing Activities such as, Open Activity Lapse, Open Activity Roll, Contract Roll and Annual Close to ensure automated year end closing processes are completed timely and accurately.
5%	M	Perform special assignments such as providing consultation and training to section staff, develop desk procedures and user instructions. Serves on process improvement and operational teams.

ADA Notice

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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. May act in a lead capacity to provide direction to other accounting staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The Department's current and past accounting system and procedures

- Departmental missions, goals, organization, structure, and major work programs
 - Principles, practices, trends, and state of the art applications for Accounts Payable, Accounts Receivable, fiscal management and accounting administrative functional areas
 - Laws, regulations and policies of the Department, State of California and the Federal government affecting Department's administrative functional objectives
 - Administrative survey principles and techniques to the analysis and development of accounting and financial organization procedures
 - Methodology and principles of automated data processing systems
 - Knowledge of word processing software such as Excel, Word, PowerPoint and Visio
 - Knowledge of customer services and customer supports principles in an Accounting and Information Technology (IT) environments
 - Knowledge of problem solving technique and processes
 - Advantage, infoAdvantage, and the Data Warehouse reporting tool
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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Creatively use a variety of analytical techniques to resolve complex financial system issues

- Ability to identify problems include cause and effect to ensure problems are properly addressed
- To identify solutions to various environment related problem
- Communicate effectively and possess excellent interpersonal skills to maintain cooperation of those contacted and to accomplish the goals of the project
- Utilize program staff and consultants advantageously to effectively complete assignments and prioritize work
- Express complex ideas and information clearly, concisely, and logically to management, supervisors and employees
- Be objective and display conceptual skills to analyze complex situations and take appropriate action
- Work independently with a minimum of supervision, assume increasing responsibility to perform the more responsible, varied and complex technical administrative system work
- Develop and maintain good working relations in a team environment
- Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results
- To analyze and evaluate data and information to formulate conclusions and course of action
- Provide technical assistance to resolve issue and/or problem

Analytical Requirements:

Must be able to apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; and make sound and cost - effective decisions and recommendations in regard to professional accounting issues.

PUBLIC AND INTERNAL CONTACTS

This position is responsible for update data into the financial systems for the Department of Transportation. Improper update could result of inaccurate accounting information and financial reporting, incorrect budgetary decisions, and non-compliance with statutory requirements. In addition, it could subject the Department to severe criticism from the Legislature, Department of Finance, and the Federal Highway Administration.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Confer with all levels of departmental management and personnel within the Department, other state agencies, local entities and the Federal Highway Administration. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

Employees may be required to sit for long periods of time using a keyboard and video display terminal. They may also

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be required to move large or cumbersome reports from one location to another. Some filing is required. 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 6:30 a.m. and 5:30 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 travel is not very frequent.

While we expect and promote internal transfers within 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. Regular and punctual attendance is required. Vacations may be restricted during June and August due to financial reporting deadlines.

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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