

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION OTSS/URFAB/Fiscal Analysis 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 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, this Associate Accounting Analyst is responsible for: independently performing the review of the Office Revolving Fund reconciliations and Schedule IIIs (funds 0048 & 0998); for compiling and analyzing invoice payment production and non-production, interest penalty and Bond data; generating reports from Info Advantage, Data link and Toad to satisfy requests from users in the Office of Travel and Special Services (internal and external use); for independently analyzing data from the reports and make recommendations based upon the analysis for use by Accounts Payable; act as lead person to achieve the goals and objectives of the section as directed by the Section Chief.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
45% E	Responsible for generating reports from Info Advantage, Toad and Fido (for historical data) to satisfy requests from users in the Office of Travel and Special Services (for internal and external use) with a need for information that is not available on standard reports. This requires programming skills as well as an understanding of OAP functions in relation to Caltrans accounting data and the posting logic associated with each transaction.
30% E	Responsible for compiling and analyzing invoice payment production and non production data. Prepares control charts and graphical presentation of the production/non production data. This data is used by the Office of Travel and Special Services managers as a tool in determining staffing needs and the efficiency of staff in carrying out daily production duties.
10% E	Coordinate the update of the Prompt Payment Guide and also the Interest Charge Back Matrix on the Accounting web site. Responsible for implementing work plans designed to achieve the Section's goals and objectives. This may include acting as Lead person in the development of staff members, and performing other tasks as directed by the Section Chief.
5% M	Responsible for reviewing the accuracy and validity of the monthly Office Revolving Fund reconciliations and schedule IIIs for funds 0048 & 0998.
5% M	Act as lead over the Accounting Officer on the DPO/Escheat desk by providing technical guidance and reviewing the monthly reconciliations.
5% M	Performs special assignments and research that are directly related to the daily operation of Accounts Payable. Provides interpretations and acts as liaison to staff, vendors, and departmental personnel, regarding the rules and regulations of control agencies and Departmental Policy.

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

This class is a journey person specialist and does not directly supervise other employees. Provides lead and guidance on technical matters to various departmental personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the uniform accounting system and the organization and procedures of the State of California and the Department of Transportation, and related laws, rules and regulations.

- Knowledge of accounting principles and procedures, governmental accounting, budgeting and fiscal management, principles of organization, administration, and management, principles of public administration, principles of business

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management, including office methods and procedures.

- Able to analyze data and situations accurately, draw sound conclusions and determine an effective course of action, make sound decisions and recommendations in regard to accounting problems, prepare clear, complete, and concise reports.
- Able to establish and maintain cooperative working relations with people contacted in the normal course of business.
- Knowledge of the Departments Financial system AMS Advantage and reporting tool Info Advantage.
- Able to communicate with all levels of management, the public and other agencies.
- Able to reason logically and creatively, using a variety of analytic techniques to define accounting, managerial and administrative problems and determine a course of action that will bring about a favorable conclusion.
- Demonstrate high degree of analytical ability associated with management of the department's fiscal systems and procedures. Must be able to independently analyze a variety of documents and situations to determine compliance with various fiscal policies and procedures.
- Employees must be aware of and agree to comply with the following policies with regards to access to personal information including, but not limited to, Social Security Numbers, Federal Tax Identification Numbers (for businesses), home addresses, home telephone numbers, leave balance information, all personnel information and documents etc.:
 1. Individuals accessing Caltrans' information assets must use all due care to preserve data integrity and confidentiality.
 2. Password and access devices are to be treated as confidential information and restrictive devices.
 3. Users accessing Caltrans data must take precautions to ensure the protection of that data from unauthorized access or destruction.
 4. Users must take reasonable precautions to prevent virus contamination of State systems.
 5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets. Users must take extra precautions to maintain Department employees', vendors' etc. confidentiality when accessing, or having access to, hard copy personal information such as reports, forms, personnel documents etc.Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper decisions may have consequences that can result in a loss of revenue, improper management decisions, and non-compliance with statutory requirements. Inaccurate analysis and erroneous accounting transactions can impact the integrity of operational procedures, improper management reports, incorrect trial balances, improper use of the Revolving Fund, increased workload for other areas, improper and untimely payment of department expenditures and possible audit citations. Erroneous identification of the impact of system accounting changes could result in the expenditure of unnecessary department personnel time and funds while endangering the integrity of our accounting practices and/or automated accounting systems. Improper reconciliations could result in audit citations. In addition it could subject the Department of severe criticism from the Legislature, Department of Finance and the Federal Highway Administration.

PUBLIC AND INTERNAL CONTACTS

The employee will be in routine contact with other Caltrans personnel, (managerial and operational personnel as well as with other organizational units within Caltrans (including audits)). Externally, the employee has contact with representatives of vendors and other State agencies. The employee will also have contact with the State Treasurer's Office, State Controller's Office, State Board of Control, the Department of Finance and the Department of Personnel Administration.

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. Employees will be working under deadlines and might have to work overtime to meet

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those deadlines. Most of the jobs in the Division require interaction with many people. It is important that employees work in a cooperative manner.

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 6:00 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.

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.

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