STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	Office of Project Accounting/Capital Projects 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 of an Accounting Administrator I (Supervisor), the Associate Accounting Analyst independently performs the detailed project cost analysis and highly complex financial reporting of State administered Right of Way & Construction projects by federal fund and program to the Federal Highway Administration (FHWA) in order to ensure the integrity of information in the AMS Advantage Accounting System and to maximize federal reimbursements. The incumbent is responsible for establishing financial obligations of the various federal, state and local contributions to the state's multi-funded construction program, and validating the accuracy of payments and claims due to construction contractors.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Independently prepares highly complex, detailed project cost accounting and financial reporting of state administered construction projects by federal fund code and program where funding may be split between federal, state and local governments; ensures proper cost segregation and prepares final claims of costs for submission to the Federal Highway Administration (FHWA). Resolves difficult and complex state and federal accounting, right of way, and project development reimbursement issues through consultation with appropriate state and federal personnel.
25%	E	Reviews and summarizes historical project cost data by function to reconcile projects' costs recorded in historical TRAMS documents, AMS Advantage and FHWA control documents. Prepares highly complex detailed worksheets for the orderly consolidation of the costs and segregation of the federal eligible and ineligible items by the segments of the projects. Review the project expenditures to determine whether project costs exceed the FHWA allotments and State Budget allocations.
15%	E	Prepare and input adjusting entries into AMS Advantage based on research & analysis of the financial data, reconciliation of various reports, reversions of unencumbered funds, and overdraft reconciliation. Contact district and headquarter Division of Budgets personnel for additional funds when necessary.
10%	E	Analyzes and interprets federal and state policies, rules, and regulations for impact on federal reimbursements and identifies the need for and develops accounting instructions to implement changes. Identify project changes against expenditure authorization controls to determine the federally participating and non-participating funds and initiate corrective action as necessary.
5%	M	Provides consultation and training to staff, management and outside parties. Furnish expert analytical advice and support relative to the solution of the section's problems. Participates in quality improvement projects and departmental fiscal accounting issues.
5%	M	Prepares correspondence for approval and signature regarding accounting problems and issues. Performs legislative bill analysis on items affecting the Capital Projects Section.

[1]ESSENTIAL 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 position does not require supervision of other employees.

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KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have knowledge of the state accounting process, accounting principles and procedures, governmental accounting, cost accounting, budgeting, accounting systems, statistical methods, principles of finance, business law and business management. Requires knowledge and understanding of the uniform accounting system, procedures of the State of California, policies, rules and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities. The incumbent must be computer literate and have a working knowledge of database applications, MS Office Suite including Word, Excel, PowerPoint and e-mail applications. Must be able to conduct a variety of complex staff work involving policy, procedures, systems and processes on fiscal problems related to federal cost accounting. The incumbent must also be able to work independently with minimum supervision as well as in a team environment to carry out the assigned duties and responsibilities and have the ability to express ideas and information clearly, concisely, and logically to management and employees (oral and written). Strong research and analytical skills & abilities are required in the effective identification of problems, research and analysis of data, drawing sound conclusions, and develop an effective course of action including alternatives upon which to base valid decisions. The ability to exercise good judgment, be flexible, persuasive, tactful and effective in imparting complex information in order to achieve desired results are needed.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor analysis, decisions, or failure to correct problems/issues could result in loss of federal funds, delay federal reimbursement, or implementation of recommendations that do not meet departmental needs. Improper reporting of federal project data could result in the budget decision makers not having the appropriate information needed for funding federal projects.

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 could potentially damage the Division of Accounting's reputation as a confidential organization and could result in lawsuits and/or employee grievances. Intentional violation of this Act will result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Confer with managerial and professional levels within the Department, the Federal Highway Administration, other state agencies, and state/federal auditors. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of their work. 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, some filing is required. Employees must be able to concentrate and meet strict deadlines at times. Most of the jobs within the Division of Accounting require interaction with many people therefore 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 a.m. and 5:00 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 however travel is very infrequent. 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)

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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