

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	Acctg/OFAA/Financial Accounting/Public Transportation Funds	
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 improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general direction of an Accounting Administrator I, is responsible for independently performing the more difficult accounting duties which require an understanding of the entire personal services accounting process for all districts, divisions and programs.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPED TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30% (E)	Acts as consultant to district/program managers on the payroll variance. Develops payroll variance cost distribution process and monitors the payroll variance monthly. Presents information to management on significant trends.
15% (E)	Responsible for developing and monitoring the payroll reserve assessment rates. Evaluates departmental policy and legislative action impacting the payroll reserve assessment rate. Implement procedural, coding, or system changes to ensure the accounting system AMS Advantage provides proper recording and reporting of financial information.
15% (E)	Perform complex analysis of personal service expenditures using computer-reporting tools (e.g., Ad-hoc reports, Info Advantage, Excel spreadsheets).
15% (E)	Consult with management and other functional units statewide to assess their program financial needs, develop detailed analysis reports and provide training as needed. Identify changes in the operating programs, which affect personal services reporting. Identify possible ways of using accounting data for management purposes and encourage greater use of accounting data. Coordinate any major changes of fiscal requirements with Departmental personnel and applicable control and regulatory agencies, (e.g., Department of Finance, State Controller's Office, California State Auditor).
10% (E)	Establish and maintain liaison with operating managers to ascertain their need for accounting data with respect to personal services hours and dollars. Advise management of forecasted expenditures to budgeted expenditures.
10% (E)	Initiate work improvement methods, initiate and author statewide financial program system and management control procedures, analyze legislation and make recommendations for Departmental position, and update Accounting Manual and procedures. Perform other duties related to fact gathering, special management studies of various problems in connection with financial administration. Serve on various task teams and pilot projects as management representative to provide Department expertise for mandated programs.
5% (M)	Act in a leadworker capacity to train new staff and student assistants, assign tasks, and review work. Formulates, reviews and documents the procedures of the position, develops and implements new procedures to bring about improvements. Completes special assignments, investigations and other projects as directed.

**ADA Notice**

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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.

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### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May serve in a lead capacity providing technical guidance and temporary office coverage.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

In addition to the thorough knowledge of the accounting principles and procedures, the incumbent must understand the State's uniform accounting system and financial organization and procedures; policies, rules, and regulations of the Legislature, State Controller, State Treasurer, and State control agencies as they relate to Department's financial management activities and its mission. This position requires knowledge of the Department's accounting system (AMS Advantage), understanding of the Department's budget process, knowledge of statutory laws affecting Federal Highway Administration Federal Aid programming requirements, reimbursement policies, and familiarization with the Department's Accounting Manual, State Administrative Manual, Government Code, statutes, and other legal requirements that govern the Department.

Ability to accurately apply knowledge of indirect cost rate preparation and application, to apply training techniques, and have the ability to communicate effectively, both orally and in writing, to both working and management levels.

This position requires the ability to analyze data and draw sound conclusions using statistical methods and applying accounting principles and practices; to identify trends and make projections; to adopt an effective course of action and make recommendations and sound decisions; and to determine the effects on accounting operations caused by changes to laws, statutes or policies that govern the Department. The individual must have the ability to determine the validity of data in the automated accounting system (AMS Advantage) and how this data relates to the Department's personal services accounting process.

The incumbent must analyze problems and make decisions as to how to correct problems expeditiously; must make decisions as to what data to select, which key items are most meaningful in reports prepared for management, best manner in which to select and present results, and what support should be necessary and made available for data used.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Without detailed supervision or review, and based on logical and creative analysis, the incumbent is responsible for the appropriate interpretation and implementation of the Department's fiscal policies and procedures, the State Administrative Manual, and all other statutory requirements. Incumbent is responsible for making routine to complex decisions and providing advice to management, supervisors and employees on difficult management and accounting issues.

Improper decisions may have serious consequences resulting in the loss of state funds and federal reimbursement, improper management decisions, inaccurate financial reporting and non-compliance with statutory requirements.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent 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. Confers with all levels of departmental management and personnel, other functional areas, and other State agencies. 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.

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## 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

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## 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, but the travel it is not very frequent. As critical activities require timely attention, it is essential that the incumbent maintain regular and punctual attendance.

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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.)

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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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE