STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	Acctg/OFAA/Financial Accting/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 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, has responsibility for the statewide fiscal control and financial reporting of various Transportation Funds. This includes the responsibility for monitoring the Department's accounting controls and developing processes to ensure that proper accounting entries are made to the transportation funds as they pertain to this department.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
40%	E	Responsible for analyzing and reconciling accounting data for general ledger accounts of the transportation fund(s) and/or one or more of several smaller funds within the Department of Transportation. This includes reviewing reporting requirements; analyzing the entries made into the accounting system; gathering data and conducting analysis on various problems; and ensuring that generally accepted accounting principles are being followed. Monitors document flow through the automated accounting systems to ensure procedural compliance with fiscal policy to maintain consistency of data. Responsible for determining and taking necessary corrective action for problems identified.
30%	E	Performs other budgetary and fund accounting responsibilities which include analysis and monitoring of appropriations and expenditures; preparation of transfers under the Plans of Financial Adjustment; accounting for cash transfers and receipts from the State Controller's Office; utilizing cash management and forecasting skills to monitor cash and appropriation balances; developing processes as needed to improve controls and fund management; and/or other projects and assignments including, but not limited to legislative bill analysis. This requires communicating and working with the Division and Program staff at all levels to meet departmental needs.
25%	E	Independently performs the more complex analytical tasks and fiscal activities related to ensuring departmental compliance with State/Federal rules and regulations, and any legal obligations of the Department. This includes performing all required reconciliations and reports for assigned funds/ accounts on a regular basis per the State Administrative Manual, Uniform Codes Manual, and other legislative statutes.
5%	M	Performs special assignments and projects directly related to the daily operation of the Section/ Branch or Division strategic objectives. May participate in Caltrans work groups to complete staff work required for improved business processes.

[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

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

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

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Advantage), understanding of the Department's budget process, and familiarization with the Department's Accounting Manual, State Administrative Manual, Government Code, statutes, and other legal requirements that govern the Department. The incumbent must 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 budgetary 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Critical analyses of accounting transactions are required of this position to ensure the Department's financial operations are not jeopardized. The individual is responsible for evaluating proposed use of the funds to ensure compliance with existing policies and procedures and to ensure that the Division of Accounting's spending levels do not exceed its allocated resources. Errors in judgment could place the Department in violation of legislative, judicial, or statutory constraints regarding the expenditure of departmental funds. This position is responsible for preparing the fiscal year end financial statements and reports of the assigned fund(s). Erroneous information could result in improper disclosure of the assets, liabilities, and fund balance to interested parties.

PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with departmental fiscal and budgetary personnel at both the working and management levels. The purpose of these contacts is to resolve problems or develop processes relating to the various departmental accounts and/or processes. Outside the Department, communicates with personnel of the State Controller's Office, State Treasurer's Office, Department of Finance, Bureau of State Audits, and Legislative Analyst to ensure the proper accountability of the funds at all levels.

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.

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.

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.

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SUPERVISOR (Print)	
SUPERVISOR (Signature)	DATE