

POSITION DUTY STATEMENT

PM-0924 (REV 08/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	OPA/Final Vouchering Branch/Local & Reimbursement FV	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Final Vouchering 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 the Accounting Administrator I, the incumbent performs high risk analytical duties pertaining to the final cost accounting of local and State administered projects with subvention reimbursement. Ensures the safeguarding of assets, and compliance with fiscal and accounting policies.

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

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% (E)	Responsible for carrying out duties related to the final vouchering of Local and State Administered projects with subvention reimbursement funds that include analyzing complex financial data and cost accounting transactions obtained from a number of sources and reconciles expenditures to appropriate funding sources. Prepares highly complex technical products such as final vouchers, final cost summaries, multi-fund, multi-program, and multi-system reconciliations. Plans workload to avoid backlogs and potential loss of project funding. Develops cash flow analysis and forecasts project funding needs to maximize funding and reconciles available encumbrance balances to ensure timely payments and federal reimbursement.
40% (E)	Provides consultation and training to final vouchering staff, management, and external customers. Provide expert financial analysis and support to resolve final vouchering problems, quality improvement projects, and fiscal and accounting issues. Resolve final report accounting problems.
10% (E)	Acts as liaison for audit activities for the Local Assistance Program. Interacts with the Federal Highway Administration, the Bureau of State Audits, the State Controller's Office, and external auditors of Cities and Counties engaged by cities and counties to audit Local Assistance Projects. Evaluates audit reports and findings for supportability and concurrence for the entity audited.
5% (M)	Provide policy guidance and direction to Local Agencies. Interprets accounting procedures utilizing the State Administration Manual, Caltrans Accounting Manual, State Government Code and Statutes, Federal Highway Administration Regulations and internal operations manuals.
5% (M)	Initiates final cost accounting transactions for Local and State administered projects with Subvention Reimbursement to ensure expenditures are properly recorded against authorized funding sources. Examines final project cost records, contracts, audit reports, and other accounting data to quantify the variable factors of project financing formulas. Analyze and reconcile transactions from multiple subsystems including Local Programs Accounting System (LPAMS), TRAMS, CGI Advantage, the Federal Aid Data System, and the Financial Management Information System.

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

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This position does not supervise other employees.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Must have knowledge of:

- Federal guidelines on cost accounting principles and SAM guidelines related to full cost recovery of State expenditures.
- Automated Accounting Management systems and subsystems.
- The Department's current accounting systems and procedures.
- Accounting principles.

Must have abilities to:

- Solve accounting problems.
- Present information clearly and logically, both orally and in writing, to departmental supervisors and employees.
- Ability to apply accounting principles and practices.

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 decisions and recommendations in regard to the professional accounting problem and in a manner cost effective to the Department.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of poor or untimely decisions and failure to correct problems could result in non-compliance with SAM and loss of federal funds available for reimbursements.

PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with accounting, Division of Local Assistance, and budgets personnel. Outside the Department, the incumbent communicates primarily with Local Agencies, State Controller's Office, Federal Highways Administration, and various state and federal auditors. These contacts will be verbal or written, as needed, to perform assignments.

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 AM and 5:00 PM. Overtime may be required, and

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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.

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