

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	Division of Accounting/Office of Travel and Special Svc's	
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 supervision of an Accounting Administrator I, the incumbent is responsible for providing lead function over processing statewide travel expenses and other employee claims. The incumbent receives directions from an Accounting Administrator I.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
55%	E	Responsible for various accounting functions related to processing payments for travel services. Analyzes and reconciles complex vendor account data and ensures statutory and legal requirements are satisfied, resolves the most difficult travel payment issues and transaction errors, utilizes section databases, electronic spreadsheets and electronic data upload processes to facilitate timely and accurate payments. Develops and analyzes reports; monitors transactions and complete expenditure adjustments. The incumbent serves as the section liaison with IT staff for electronic payment processes, contacts department employees and vendors to resolve payment issues. Acts as "go-to" expert for the travel services payment process and provides the fiscal controls needed to ensure appropriate charging of related expenditures.
30%	E	Lead person duties, including but not limited to, assisting staff with problem solving, planning and coordinating workload assigned by supervisor, ensuring deadlines are being met, reviewing work for accuracy/completeness and training staff (including oversight of cross-training). Serves as back-up to staff in their absence.
10%	E	Cross-trains with other Associate Accounting Analysts in the branch and acts on their behalf as needed in their absence. Analyzes legislation, reviews travel advances, offers assistance to Programs within the Department, serves as State Controller's Office liaison, documents processes and procedures and participates in process improvement projects.
5%	M	Serves as section representative on Division/Departmental teams and advise supervisor with employee recognition information to support staff morale.

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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must have a broad knowledge of the State of California's fund accounting process as well as a good working knowledge of professional accounting practices and procedures. Knowledge of State Administrative Manual, Department of Personnel Administration, Victims Compensation and Government Claims Board Rules, Departmental Accounting Manual, Government Code, and Departmental Travel Policy and Procedures. Must have the ability to analyze accounting transactions and be able to make sound decisions and recommendations in regard to accounting practices and principals as utilized in state government. In addition, the concept of completed staffwork is understood and implemented by the incumbent.

The ability to plan, organize and establish work priorities is critical due to the need for timely and accurate financial

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information. As the section routinely deals with vendors and departmental staff, the ability to communicate effectively and treat customers with respect and courtesy is required.

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.
6. 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

Inaccurate analysis and errors in accounting transactions can impact the integrity of departmental accounting records. Failure to verify payment authorization and to accurately analyze results of transactions can result in undetected duplicate payments to vendors. Failure to clear erroneous transactions and exception items can result in inaccurate expenditure reports and financial statements.

PUBLIC AND INTERNAL CONTACTS

This position requires extensive contacts in person, by telephone and by e-mail with Division of Accounting staff, departmental personnel of all levels, vendors, representatives of other state agencies and the general public.

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. This position requires the ability to work with dynamic priorities and deadlines.

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 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, but the travel it is not very frequent.

The Division encourages and supports internal lateral rotation within the Division for personal and professional development. The Division also encourages staff to develop expertise in their positions before pursuing internal lateral rotations. Generally, expertise in positions is developed over time working in the position. The incumbent is expected to report to work in a punctual manner.

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I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the 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).

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