

POSITION DUTY STATEMENT

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	81/Accounting/OTSS/URFAB/Utility Payments Section B	
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, incumbent is responsible for independent performance of the more complex analytical and accounting duties related to utility accounts payable that impact the departmental accounting records.

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)	Analyze, review and prepare accounting data related to processing payments of utility services to ensure statutory and legal requirements are met. Conducts the most complex journal entries and accounts payable processes which may include the oversight for and processing of Electronic Data Interchange (EDI) billings; Compact Disc (CD)/Read Only Memory (ROM) billings, Electronic Fund Transfers (EFT) billings, and Internet billings. Develops and evaluates reports to provide estimated expenditures, accounting data and information to vendors, districts, divisions and legislative inquiry. Monitors transactions and completes expenditure adjustments which include resolving and reconciling accounting transactions for discrepancies to generate accurate expenditure reports and financial statements. Analyzes and proposes various processes in the unit to streamline workflow problems. Update procedure manuals and request abatement bills.
30% (E)	Acts as a liaison with Department personnel, vendors, collectors and other state agencies. Prepares clear and concise responses to request for information. These responses may be verbal, written or in a report format and require utilizing the AMS Advantage system. Provides AMS Advantage system training related to invoice payment to Department personnel.
15% (E)	Collaborates with the Division's Office of Fiscal Systems to define operational needs and to implement program enhancements related to the AMS Advantage, and the EDI/EFT/CD-ROM/Internet processes. Oversees documentation and implementation of new systems and software programs.
5% (E)	Analyze detailed accounting records to identify erroneous posting to general ledgers and accounts payable process failures to ensure the accuracy of departmental accounting transactions and records. Process expenditures adjustments receive from the district and division. Recommends and implements solutions to address errors and system failures within the AMS Advantage System.
5% (M)	Trains section staff; oversees workload to ensure deadlines are met and procedures are followed. Provide guidance to section staff and works cooperatively with co-leadpersons. Reviews and approves work prepared by section staff.
5% (M)	Serves on Departmental process improvement and operational teams.

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.

ADA Notice

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. May serve as a lead to section staff.

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. 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.

Must be able to effectively communicate both orally and in writing is critical. Must be able to work cooperatively as a team member as well as independently.

Must have the ability to utilize and maintain the departmental accounting systems AMS Advantage. The ability to plan, organize and establish work priorities is critical due to the need for timely and accurate financial information.

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. Failure to pay bills promptly can subject the Department to interest penalties.

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.

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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. 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. Regular attendance is required as well as the ability to meet commitments and deadlines.

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.

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