

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION HQ/Div of Accounting - Office of Travel and Special Service	
WORKING TITLE Associate Accounting Analyst	POSITION NUMBER	EFFECTIVE DATE

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, the incumbent is responsible for travel policy; administering American Express programs; administering the travel agency contract; providing customer service related to travel reservations and backing up others as required to maintain service levels. Works independently to resolve issues and prepares work using completed staffwork guidelines.

**TYPICAL DUTIES:**

Percentage		Job Description
40%	E	Analyzes, researches, and communicates statewide travel rules and regulations in accordance with Department of Personnel Administration (Calhr), State Controller's Office (SCO) and Internal Revenue Service (IRS) requirements. Reviews and maintains accounting controls as required by the SCO, the State Administrative Manual and Department policies. Acts as liaison with Calhr, SCO, Labor Relations, and other Departments for travel rules and regulations. Maintain Caltran's Travel Guide with current Calhr, IRS, Department of General Services and SCO rules and regulations and Bargaining Unit Contract changes. Provides guidance to TEC auditors and management regarding travel policies.
35%	E	Responds to requests for assistance related to Department's travel booking website, including establishing supervisor/approver accounts. Works with the Department of General Services and travel agency to resolve any contract issues related to travel.
10%	E	Provides back-up coverage to other staff within the section, completing their duties as required to maintain operations and customer service levels.
10%	E	Processes requests for American Express Government Cards and provides related customer service to Departmental cardholders.
5%	M	Completes research projects, staff studies, and analytical data gathering related to general accounting policies, internal controls, and travel workload. Reviews revolving fund checks for accuracy and completeness and assists with travel payment workload as needed.

<sup>1</sup>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.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

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.

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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.

- Knowledge of basic accounting principles and practices, government accounting, budgeting, and fiscal management.
- Knowledge of the mission, goals, programs, laws, rules, and policy of the State of California for the Department of Transportation.
- Knowledge of the Calhr's travel rules and regulations as well as Bargaining Unit contract language related to travel.
- The ability to communicate effectively with staff, all levels of management, the public and other State agencies.
- The ability to make sound decisions and recommendations in regards to accounting practices and principles as used in State government.
- The ability to plan, organize, multi-task, and establish work priorities to meet critical deadlines.
- The ability to accurately audit, record, and process large volumes of claims in a timely manner.
- Completes tasks using completed staffwork techniques.

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### 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.

The incumbent is responsible for complying with the Information Practices Act (IPA), Civil Code section 1798, et seq., by protecting confidential information for the Department's vendors and employees. This information includes, but not limited to; social security number, address, phone number, medical or employment history, education, work history, financial transactions, or similar information. Failure to protect the Department's vendor and employee confidential information may damage the Division of Accounting's reputation as a confidential organization and result in lawsuits or employee grievances. Intentional violation of this Act will result in disciplinary action, up to and including termination of employment.

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### PUBLIC AND INTERNAL CONTACTS

Incumbent will routinely be in contact with the Department's staff and managers, internal and external audit and legal personnel, representatives from the State Controller's Office, Calhr, Department of General Services, the Department of Finance, and the general public.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

You may be required to sit for long periods of time using a keyboard and video display terminal. You may also be required to move large or cumbersome reports from one location to another. You 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 you 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 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 on State business.

While we expect and promote internal transfers within the Division, for personal and professional development, we

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encourage staff to stay in their positions long enough to develop some expertise before transferring.

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