

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I (Supervisor)	Project Accounting/HQPC & FV/Capital Projects	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Accounting Administrator I (Supervisor)		

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 II, the incumbent is responsible for directing and planning the final project accounting (final vouchering) of state administered transportation projects. These projects include but are not limited to, Construction, Right of Way, Maintenance, Office of Business and Economic Opportunity (Civil Rights), and Emergency Relief projects. The incumbent supervises staff who are responsible for the analysis of project costs and preparation of final cost reports. The incumbent has ongoing contact with the Division of Budgets, District Offices, and the Federal Highway Administration.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Supervises accounting staff performing final vouchering for capital projects (excluding State funded Minor B, Local Assistance, Statewide Planning and Research, and Subvention projects). Includes providing direction to staff; reviewing staff work for accuracy, timeliness and completion; analyzing production reports to effectively distribute work to staff and developing/implementing plans to address backlog or other production issues. Evaluates staff performance, including preparation of probation reports and individual development plans. Implements Division of Accounting Business Plan objectives.
20%	E	Provides direction and guidance to the Department's Programs, Divisions and District Offices as related to the final vouchering of projects. Includes developing policies; facilitating webinars; and creating/updating Accounting Bulletins, web-pages and other written materials. Engages with customers and stakeholders, including evaluating their issues and partnering with them to resolve the issues. Routinely works with the Federal Highway Administration (FHWA) to ensure projects with federal funding meet federal project close-out/vouchering criteria.
15%	E	Oversees processes that ensure the funding required at the point of final vouchering is in place. Includes working with stakeholders and staff to implement federal de-obligation processes. Departmental lapsing appropriation processes, and the processing of cost accounting modification documents in the Department's financial system (CGI Advantage).
10%	E	Ensures the Capital Projects Section's desk procedures are up-to-date and section staff are trained to use and implementing the procedures. Performs an annual internal control review for the section and makes related corrections and process changes. Oversees and approves Accounting Manual updates. Responsible for ensuring compliance with Departmental policies and directives.
5%	M	Represents the section during internal and external audits and FHWA reviews. Reviews/approves legislative analyses and implements the changes resulting from enacted legislation. Acts as a back-up supervisor in the absence of other branch supervisors. Plans and participates in Division of Accounting Management meetings. Oversees section risk management activities.

<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**

The position directly supervises a number of professional accountants and may supervise student assistants, retired annuitants and/or volunteers.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent is required to have thorough knowledge of Generally Accepted Accounting Principles; state and federal accounting procedures that apply to government processes; and an understanding of auditing standards. Must have

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thorough knowledge of cost principles that are required by federal and state policies and statutes for both direct and indirect costs. Must have comprehensive knowledge of state fiscal policy and requirements , including the Department's budget development. Must be able to plan, organize, and direct the work of others; reason logically and creatively and utilize a variety of management and analytical techniques to resolve problems. The incumbent must be able to communicate effectively, both orally and in writing, with organizational managers and staff. The incumbent may be required to conduct training sessions to both internal and external customers an fiscal matters; and analyze situations accurately and adopt an effective course of action.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent verifies the appropriate project and program funding. Errors in judgment could result in placing the Department in violation of constitutional and statutory requirements related to the use of revenues (including Federal Reimbursements ) and appropriations.

The incumbent must make independent judgments on what data is to be used, when the data is correct and whether there is enough documentation to adequately support any financial analysis or reports prepared. The data/report must withstand review by external, state and federal auditors. If data is misrepresented, it could result in audit citations and over-collection of federal funds.

Incumbent must maintain confidentiality of data as defined in Sate of California Civil Code Section 1798, et seq.

**PUBLIC AND INTERNAL CONTACTS**

Frequent contact takes place with both headquarters and district managers at all levels, as well as their staff, in training sessions or in operational matters dealing with final vouchering/project close-out policy and operating procedures. The position has personal contact with the Federal Highway Administration and the Federal Office of the Inspector General.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

The incumbent is required to be able to direct a diverse staff in discharging their responsibilities. The incumbent must be able to concentrate and meet strict deadlines. The position also requires interaction with people at all levels and it is extremely important that the incumbent work with others in a cooperative manner.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal.

**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.

Though the incumbent has a private open-spaced cubicle, confidential conversations are to be conducted in private secluded meeting rooms.

This position is exempt from the Fair Labor Standards Act (FLSA) requiring the incumbent to adhere to the hourly requirements for discharging the duties of this position. Working hours in supervising will be set sometime between 6:00 a.m. and 6:00 p.m.

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

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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)

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SUPERVISOR (Signature)

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DATE

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