STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I (Supervisor)	OPA/LPA&Federal Reimbursements/Federal Reimburseme	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Federal Reimbursement Section	900-081-4549-	02/27/2015

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, planning, managing, and providing guidance on a statewide basis to ensure that federal and fiscal controls for the department's federal expenditures are properly maintained.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M)[1]	Job Description
50%	E	Supervises a group of accounting staff responsible for the monitoring and reporting federal reimbursements for the Department's Transportation Programs. Oversees the adjustments of federal project expenditures to ensure timely and appropriate billing/reimbursements from federal agencies. Oversees the accounting functions for Statewide Preliminary Engineering System (SPES), State Planning and Research (SP&R), and Grants (Federal Transit Authority) projects as well final voucher review of federal projects and transmittal to Federal Highways Administration (FHWA).
15%	E	Ensures the federal apportionment and obligation controls are properly recorded in the Department's financial system (CGI Advantage). Oversees the federal billing process to ensure accurate figures are submitted to FHWA. Activities include verifying obligation of federal projects in CGI Advantage from FMIS, monitoring the billing cycle, verifying receipts, and updating detail report on bill. Communicates with FHWA, State Treasury Office (STO), and fund monitors.
15%	E	Provides analysis to management regarding the Department's Cash Management Program. This includes providing status report on federal accruals to Division of Budgets and Division of Local Assistance. Provides assistance in executing and analyzing detailed reports. Communicates with financial program managers and external agencies concerning federal fiscal requirements. Activities include developing the monthly Federal Accrual Report memo and assisting on audits.
10%	M	Provides guidance to districts and programs in the execution of federal reimbursement policies and procedures and interpretation of federal financial policies.
10%	M	Analyzes and interprets Federal, State, and department rules and regulations for impact on federal reimbursement and identifies the need for new accounting instructions to implement changes.

[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

Directs a staff of professional employees carrying out the above activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a thorough knowledge of accounting principles and procedures, including the special requirements of governmental accounting as well as the uniform accounting procedures that apply to local and federal government.

Comprehensive knowledge of federal and state laws, policies and procedures, the department's budget development and fiscal processes, the federal regulations and the local program's policies and manuals, and principles and trends of public administration and the department's mission, goals and objectives.

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Must be able to plan, organize and direct the work of others, reason logically and creatively and utilize a variety of techniques to resolve problems, communicate effectively, both orally and in writing, with organizational managers and their staff on issues or problems, provide detail instructions and conduct training sessions to engineering staff on fiscal matters, and analyze situations accurately and adopt an effective course of action.

Requires familiarity with Government Code, Department of Personnel Administration rules, Policies and Procedures, Management Memorandums and other methods of information flow that govern the conduct of employees during work hours.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making decisions and problem solving for the Department's federal billing and reporting utilizing the Department's increasingly complex accounting structure, which involves the accounting system and various subsystems. Incumbent must ensure the necessary internal controls are present in the accounting system to acquire accurate information through the detailed analysis of various financial, budgetary and fiscal reports.

Failure to carry out this responsibility could result in the loss of federal funds thereby delaying the State Transportation Improvement Plan (STIP); provide inaccurate financial information or fiscal reports which would lessen our credibility with the Federal Highway Administration, local governments, local transportation agencies, project engineers; and jeopardize the Department's assets.

Under Civil Code section 1798, et seq. 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.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with departmental management in the Division of Budgets, Programs and Districts. Frequent contacts with managerial personnel and operational personnel of other agencies including the Federal Highway Administration, Federal Transit Authority, State Controller, State Treasurer, Bureau of State Audits, CPA firms, and financial consultants as well as other organizational units within Caltrans. Must handle sensitive situations with tact and diplomacy and present ideas effectively.

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 where 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. The incumbent may also be required to move large or cumbersome reports from one location to another.

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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. 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. Vacations and time away from the office may be restricted during peak times where attendance at meeting is required and for fiscal year-end closing. The incumbent may be required to travel in/out of state. Regular and punctual attendance is required.

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