

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I (Supervisor)	Acctg/OFAA/Financial Acctg/Public Transportation Funds	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Chief, Public Transportation Funds Section	900-081-4549-924	

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 complete financial accountability and reporting for the following funds/accounts (but not limited to): Public Transportation Account, Aeronautics Account, Local Airport Loan Account, Local Transportation Loan Account, Mass Transportation Revolving Fund, Passenger Equipment Acquisition Fund, and several Proposition 1B accounts. This position is also responsible for overseeing payments and fund accounting for the Passenger Rail Bond Fund and the Clean Renewable Energy Bonds. The incumbent provides direction statewide to various departmental organizations and coordinates with external agencies to ensure compliance with fiscal procedures. The incumbent supervises professional staff engaged in maintaining financial records and preparing financial reports.

**TYPICAL DUTIES:**

Percentage		Job Description
30%	E	Supervises staff responsible for complete financial accountability and reporting for several bond funds, including the Clean Air Transportation Improvement Fund, Clean Renewable Energy Bonds, Local Bridge Seismic Retrofit Account, Highway Safety Rehabilitation and Preservation Account, and others. This includes certifying monthly reconciliations reports, approving claim schedules, procuring service contracts, directing the preparation of the annual financial statements submitted to the State Controller's Office, budgetary reports for the Department of Finance, statistical reports for the Federal Highway Administration, and bond monitoring reports for the State Treasurer's Office, and the Divisions of Budgets and Programming.
20%	E	Supervises staff responsible for complete financial accountability and reporting for the Public Transportation Account, the Aeronautics Account, the Local Airport Loan Account, the Local Transportation Loan Account, the Mass Transportation Revolving Account, the Passenger Equipment Acquisition Fund, and others. This includes certifying monthly reconciliations, directing the preparation of the annual financial statements submitted to the State Controller's Office, budgetary reports for the Department of Finance, and statistical reports for the Federal Highway Administration.
15%	E	Supervises staff responsible for budgetary and appropriation control for support, local assistance, and/or capital outlay appropriations for the above listed funds/accounts. This includes understanding the fund accounting processes and relationships, ensuring staff are trained, that barriers are removed, that staff is sufficiently directed, and reporting to departmental management on Programs that fall within the scope of responsibility.
15%	E	Directs and manages staff responsible for implementing the Department's payroll variance process. This includes understanding the payroll variance process and results, reviewing and compiling annual rates, monitoring the performance of those rates and taking any appropriate action, communicating with internal and external contacts, and reporting to departmental management on the status of the payroll variance.
10%	E	Evaluates and implements process changes and/or enhancements to the accounting system (i.e., Advantage) and subsystems to address business needs for the funds/accounts listed above. This includes analysis of Federal and State legislation as well as supporting the Department's financial activities by taking appropriate action to ensure the Department is in compliance.
5%	M	Establishes the Section's objectives and priorities in conjunction with the annual Business Plan, and implements and manages workplans to accomplish them. This includes the development of staff by assessing knowledge and skills, evaluating work load, and implementing comprehensive training plans to accomplish objectives.

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5% M Performs legislative bill analyses, including estimates of fiscal impact and recommendations with regard to departmental position

<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

Incumbent receives general direction from the Chief, Financial Analysis Branch (Accounting Administrator II).

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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 precaution 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 policies is required as condition of accessing computer systems and all file and report information at Caltrans.

Incumbent must be knowledgeable of accounting principles and processes of the State of California and the Department of Transportation as well as of departmental fiscal systems, and reporting requirements to the Legislature and control agencies; and, the uniform coding structure and organization. Must have knowledge of related laws, rules and regulations, principles and trends of public and business administration, generally accepted accounting principles, and statistical methods. Should also be familiar with the Department of Transportation's mission, goals and objectives, and programs.

Incumbent must be able to plan, organize and direct the work of others; reason logically and creatively and utilize a variety of management principles to resolve problems. Also requires the ability to identify and analyze legislation, departmental policies and fiscal decisions, Governmental Accounting Standards Board Statements, the State Administrative Manual, and Department of Finance Budget Letters to consider the effects of such changes on existing fiscal processes; and adopt an effective course of action as warranted. Additionally, must be able to communicate effectively, both orally and in writing, and maintain cooperative relationships with both departmental and external partners on issues, problems, and policies relating to the funds/programs that fall within the scope of responsibility.

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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 is 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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Incumbent is responsible for department-wide control of fiscal transactions to the various funds/accounts identified above. Also responsible for the annual fiscal year-end closing of the various departmental general ledger accounts, preparation of financial statements for the Department, and coordination between Internal Divisions, State Controller's Office, and Department of Finance. Incumbent must ensure the necessary financial controls are present to provide accurate information through the detailed analysis of various budgetary and fiscal reports. Failure to carry out this responsibility could place the Department in violation of laws pertaining to the proper disclosure of assets, liabilities, revenues, and fund balance for the funds/accounts listed above. Also, failure to ensure proper budgetary controls and reporting are in place could result in the Department expending beyond legislatively appropriated funding limits.

Incumbent must ensure the necessary internal controls are present in the accounting system and also acquire accurate information through the detailed analysis of various financial, budgetary and fiscal reports. Failure to provide accurate financial information or fiscal reports would lessen the Department's credibility and jeopardizing the Department's ability to carry out its mission.

## PUBLIC AND INTERNAL CONTACTS

The incumbent independently confers with all levels of management (HQ Programs and Districts) covering a variety of departmental programs and organizations within the Department. Also has frequent contact with managerial and operational personnel of other agencies, including the State Controller's Office, the State Treasurer's Office, the Department of Finance, and the State Audits Office.

## 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.

## 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 5:00 p.m. Staff are often required to work overtime which may require the presence of the supervisor. Vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel is not very frequent.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

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.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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