

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Accounting Administrator I (Supervisor)	OFFICE/BRANCH/SECTION Office of Travel Special Services/Travel Payments-Policy Br
WORKING TITLE Chief, Travel Payments Section A	POSITION NUMBER 900-081-4549-XXX
	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 II, the incumbent is responsible for the supervision of a group of accounting staff in the operation and control of the Travel Payments Section A. The incumbent oversees the timely processing of travel related payments in compliance with various rules and guidelines. Appropriate application of Bargaining Unit MOU's, CalHR rules, California Code of Regulations, Victims Compensation and Government Claims Board rules, IRS tax law, and Department travel policy is critical.

TYPICAL DUTIES:

Percentage	Job Description
40% E	Exercise statewide responsibility for management, approval and payment of approximately 60,000 Travel Expense Claims annually. The incumbent supervises staff performance to ensure that due dates are met; evaluates problem areas; re-prioritizes work load; and redirects resources as required to meet critical deadlines on an ongoing basis and follow-up to ensure the office business plan objectives are met.
30% E	Review and update work measurement data for monthly management monitoring reports. Evaluate upper and lower control limits against actual monthly workload reports to determine work load issues, analyze concerns and draw sound conclusions. Update management on critical issues and resource needs.
20% E	Provides training and guidance to staff. Review staff's claim schedules and takes appropriate action to ensure that staff is in compliance with CalHR rules, Victims Compensation and Government Claims Board rules, IRS tax laws; adherence to Bargaining Unit rules and regulations; Department travel policy and that timeliness and legal requirements are met in making all reimbursements to employees.
10% M	Monitors staff effort to identify, analyze and correct erroneous coding entries into the accounting system. Review Rejected Document Reports, outstanding claims and claims cut. Provide feedback to staff and handle personnel issues as required.

¹ESSENTIAL 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

This position directly supervises professional accounting staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Employee must be knowledgeable of the Department's mission, goals, and laws, rules, and policies of the state of California. Must have knowledge of accounting principles and practices, governmental accounting, budgeting, and fiscal management; principles of organization, administration, management, and public administration. Specifically, knowledge of CalHR rules and regulations and Bargaining Unit contract language related to travel. Employee must have a basic understanding of electronic data processing systems, including AMS Advantage. The incumbent must be able to understand and interpret financial policy, make sound decisions and recommendations on financial matters, to communicate effectively with all levels of management, the public, state, and other government agencies; and to be able to effectively select and train employees and evaluate their job performance.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision could result in placing the Department in violation of state, Department and other relevant policies and governing rules and laws as they relate to Personnel management and financial activities the incumbent is responsible for.

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.

PUBLIC AND INTERNAL CONTACTS

The incumbent confers with managers and key staff of the Department, state control agencies, federal government, local government, and the vendor community.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to be able to direct a diverse staff discharging their responsibilities. The incumbent must be able concentrate and meet strict deadlines. The position requires interaction with people of all levels, 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.

WORK ENVIRONMENT

While at the base of operation, incumbent will work in a climate controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning building temperature may fluctuate. Though the incumbent has a private open-spaced cubicle, confidential conversations are to be conducted in private secluded meeting rooms.

The 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 5:00 p.m. Vacations and time away from the office may be restricted during peak times where attendance at meetings is required and for fiscal year-end closing. The incumbent may be required to travel in state and/or 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.

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SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE