

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I Supervisor	OCCP/Service Payables Branch/Service Payables II	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Section Chief, Service Payables II (Legal Torts & Contract)	900-481-4549-xxx	

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 providing supervisory direction to a predominantly professional staff engaged in highly technical accounts payable functions. These accounts payable functions involve the payment of service contracts, legal settlements, consulting contracts, cooperative agreements, major and minor construction contracts with related stop notices, escrows, retention accounts, and miscellaneous vendor payments for the Department.

The incumbent will have critical responsibilities involving development and implementation of Departmental accounts payable policies for specific payment types, administering technological change and directing special projects responsive to legislative and managerial requirements, conducting program evaluation and follow-up to ensure policy compliance.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Plans, organizes and directs a predominately professional staff engaged in performing varied accounting functions and exercising financial controls in implementing a comprehensive accounts payable program. Is responsible for appropriate supervisory action to ensure that: <ul style="list-style-type: none"> • Timeliness and legal requirements are met in making payments for the various payable types within the section. • Financial controls are maintained through the review and analysis of authorizing documents for the various payable types within the section. • Expenditure accounting requirements are met which would involve the set up and liquidation of encumbrances, accurately recording of expenditures in AMS Advantage and the maintenance of contractual balances, error correction and subsystem reconciliations.
20%	E	Responsible for monitoring and reconciling Miscellaneous Advances for Service Payables Branch. Prepare monthly Management Summary Report for GL 1710 Miscellaneous Advances. Provide direction, training and procedures relating to Miscellaneous Advances.
15%	E	Responsible for establishing, implementing and managing the objectives/priorities of the section. Supervise employee efforts to identify, analyze and correct erroneous coding entries in AMS Advantage, F01 report, duplicate payment report, Revolving Fund reconciliation and claim cuts. Update Quick Reference Guides and other special assignments.
10%	E	Responsible for monitoring and processing Legal claims which include claims for Victim Compensation and Government Claims Board, Labor Relations and Legal Tort Claims. Provide consultation, direction and training to Division of Legal and Division of Procurement and Contracts as related to accounting operations and procedures for legal claims.
10%	M	Review work and evaluate performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met. Complete personnel action documentation and conduct hiring interviews to maintain adequate staffing levels and facilitate the recruitment process. Conduct, arrange and approve training for staff to increase staff knowledge base.

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.

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SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position directly supervises a staff of professional accountants and student assistants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge is required in the following areas:

- Basic accounting principles and practices, governmental accounting, budgeting and fiscal management.
- Department's mission, goals, programs, laws, rules and policy of the State of California.
- Principles and techniques of public administration, personnel management and supervision.
- Department of Personnel Administration (DPA) and bargaining unit language.

Abilities are required in the following areas:

- To communicate effectively with employees, all levels of management, the public and other agencies.
- To direct the work of others.
- To effectively select, train and evaluate the job performance of employees.

Analytical requirements in the following areas:

- To analyze changing administrative regulations and departmental policies.
- To analyze fiscal and legislative policies and initiate effective operational changes and procedures to provide adherence.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement or failure to carry out the responsibilities for the appropriate interpretation and implementation of the Department's fiscal reimbursement policies and procedures defined by legislation could result in improper disclosure of revenue and expenditures placing it in violation of constitutional statutory constraints.

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 the employee.

PUBLIC AND INTERNAL CONTACTS

This position will routinely be in contact with Department staff, managers, the general public, vendor community, internal and external audit personnel and representatives from the State Controller's Office, Department of General Services, Department of Personnel Administration and other regulatory agencies.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

This position is a Section Chief requiring the incumbent to direct a diverse staff in discharging their responsibilities. The incumbent must be able to focus and meet strict deadlines. This position also requires interaction with people at all levels and it is essential that the incumbent work with others in a cooperative manner. 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.

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 conversation are to be conducted in a private and secluded meeting room. Working hours in supervising staff will be set sometime between 6:00 am and 6:00 pm. Vacations and time away from the office may be restricted during peak times and fiscal year-end closing. The incumbent may be required to travel in state, but travel is not frequent. Regular and punctual attendance is required.

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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