

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Accounting Administrator II	OFFICE/BRANCH/SECTION OCCP/Commodity & CAL-Card Payments Branch	
WORKING TITLE Accounting Administrator II	POSITION NUMBER 900-081-4542-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 III, the incumbent is responsible for providing management direction to a predominantly professional staff engaged in highly technical accounting functions. These accounting functions involve processing commodity payments to vendor and the Department's CAL-Card purchases for payment.

The incumbent will have critical responsibilities involving development and implementation of Departmental payable policy for specific payable types, administering technological change, directing special projects responsive to legislative changes, and conducting program evaluation and follow-up to ensure the office business plan is met.

Regular and punctual attendance is required.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
45%	E	Plans, organizes, and directs a predominantly professional staff performing varied accounting functions and exercising financial controls over these functions. Takes management action to ensure that: <ul style="list-style-type: none"> • Timeliness and legal requirements are met in making payments for the Department's CAL-Card purchases and commodity payments. • Financial controls are maintained through review and analysis of documents for the various payable types the Branch processes.
35%	E	Responsible for establishing, implementing, and managing the Branch's objectives and priorities. This includes supervising the development of staff, evaluating workload, and implementing comprehensive training plans. Responsible for establishing, implementing, and managing the Branch's objectives and priorities. This includes supervising the development of staff, evaluating workload, and implementing comprehensive training plans.
15%	E	Initiates work improvement methods, authors and reviews statewide accounting and management control procedures, update Accounting Manual and analyze and make recommendations concerning the impact of proposed legislation. Implements fiscal provisions of enacted Legislation.
5%	M	Acts as liaison with the State Controller's Office for Commodity, SHOPP, and CAL-Card transactions.

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 supervises Accounting Administrator I and other professional classifications.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent is required to have thorough knowledge of generally accepted accounting principles, federal, state, and local uniform accounting procedures that apply to government processes, and an understanding of auditing standards.

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

Must have thorough knowledge of cost principles, applicable to federal projects and/or grants, required by federal and state policy and statute for both direct and indirect costs. Must have comprehensive knowledge of state fiscal policy and requirements, the department's budget development and fiscal processes, federal regulations, and the Local Assistance policies and manuals. 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 on fiscal matters. Must be able to analyze situations accurately and adopt an effective course of action.

The incumbent 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.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment 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

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

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

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

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 6:00 p.m..... Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent. 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