

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE Accounting Administrator II (Supervisor)	OFFICE/BRANCH/SECTION Accg/OFAA/Financial Accounting Branch	
WORKING TITLE Chief, Financial Accounting Branch	POSITION NUMBER 900-081-4542-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team as well as those we serve.

**GENERAL STATEMENT:** (BRIEF SUMMARY OF THE MAIN PURPOSE AND FUNCTIONS OF THE POSITION. DESCRIBE THE SUPERVISORY RELATIONSHIPS INCLUDING THE CLASSIFICATION OF THE SUPERVISOR OR MANAGER TO WHOM THE INCUMBENT REPORTS. WHEN APPROPRIATE, IDENTIFY THE NEED FOR ANY CREDENTIAL OR LICENSE SUCH AS A DRIVERS' LICENSE.)

Under the general direction of an Accounting Administrator III, the incumbent has statewide responsibility for planning, organizing, directing and evaluating a large professional staff engaged in comprehensive fiscal analysis involving statewide controls over various large and complex accounts and funds in the Department. This responsibility extends to maintaining budgetary controls, managing the financial accounting and reporting over major departmental funds, managing the fiscal controls to ensure the Department's cash receipts, payroll distribution, and various bank accounts are properly maintained.

**TYPICAL DUTIES:** (BRIEF DESCRIPTION OF IMPORTANT DUTIES. RELATED DUTIES MAY BE GROUPEO TOGETHER. USE ADDITIONAL SHEET IF NECESSARY.)

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30% (E)	Exercises statewide responsibility for various large and complex accounts and funds in the Department. In this capacity, the incumbent directs a staff that provides direction to departmental personnel on departmental and State procedures and Generally Accepted Accounting Principles as they relate to specific accounting activities. Other responsibilities include establishing new funds and accounting procedures; and statewide management of the Balance Sheet Reconciliation process to ensure the final reconciliation and validate of Departmental account balances.
30% (E)	Provides leadership and direction to staff involved with the budgetary control process and preparation and dissemination of various large and complex accounts/funds financial statements. Ensures that financial statements are in conformity with legal regulatory requirements and the State Administrative Manual. This responsibility also includes contact with the State Controllers Office, the Department of Finance, the State Treasurer's Office and responding to major audit issues.
25% (E)	Provides leadership and direction to staff who are responsible for the processing, recording, and monitoring of departmental collections and disbursements through Zero Balance Accounts. This responsibility includes, but is not limited to: processing and distributing payroll warrants, garnishment warrants, travel expense claim checks, salary advances, vendor checks; the proper accounting of condemnation deposits, dishonored checks, employee separations, payroll accounts receivable, refund request and trust deeds and promissory notes.
10% (E)	Provides consultation and direction concerning fiscal activities on a statewide basis within the Department and externally with the Department of Finance, State Controller, State Treasurer, local governments, California Transportation Commission, and financial consultants. Initiates work improvement methods; initiates and authors statewide accounting and management control procedures.
5% (M)	Updates Accounting Manual; and analyzes and makes recommendations concerning the fiscal impact of proposed legislation. Implements fiscal provisions of enacted legislation.

<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**

Supervises Accounting Administrator I's with a staff of professional level accountants carrying out the above responsibilities.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- Knowledge of the mission, vision, goals, programs, laws, rules and policies of the State of California and the Department of Transportation.
- Knowledge of the accounting principles and processes of the State of California and the Department of Transportation.
- Knowledge of governmental accounting, budgeting and fiscal management.
- Knowledge of principles of organization, administration and management.
- Knowledge of principles of public administration, personnel management and supervision.
- Knowledge of office methods and procedures, statistical methods, and principles of automated data processing systems.
- Ability to effectively lead the work of professional and technical staff.
- Ability to establish and maintain cooperative relationships with co-workers, staff, stakeholders and representatives of public and private agencies.
- Ability to understand and interpret legislative/policy changes, evaluate the impact to business processes, make informed decisions and sound recommendations.
- Ability to prepare comprehensive reports and compile manuals of accounting procedures.
- Ability to think creatively, reason logically, analyze data and draw sound conclusions.
- Ability to speak and write effectively.
- Ability to analyze situations accurately and adopt an effective course of action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for exercising statewide responsibility for various large and complex accounts and funds in the Department, and providing leadership and direction to staff who are responsible for the Department's cash receipts and disbursement for the ZBA accounts, payroll warrants and checks distribution, salary advances, transit subsidies, and suspense accounts. Through detailed analysis of various financial, budgetary, and fiscal reports, the incumbent must ensure the necessary internal controls are present in the accounting system to minimize risk, and ensure that accurate information is available.

Failure to carry out this responsibility could result in placing the Department in violation of constitutional and statutory requirements on use of departmental revenues and appropriation, the loss of departmental revenue, inaccurate financial statements, and loss of credibility to the public and other government agencies.

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.

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### PUBLIC AND INTERNAL CONTACTS

Frequent contact with executive management and operational personnel of other agencies including the State Controller's Office, Department of Finance, Legislative Analyst, State Treasurer, California Transportation Commission, California State Auditors local agencies, financial consultants as well as other organizational units within Caltrans.

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### 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.

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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. 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. 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. As critical activities require timely attention, it is essential that the incumbent maintain regular and punctual attendance.

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