

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Accounting Administrator II	OFFICE/BRANCH/SECTION Project Accounting/HQ Project Control & Final Vouchering	
WORKING TITLE Chief, HQ Project Control & Final Vouchering 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 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 (Supervisor), the incumbent is responsible for providing management direction to a professional staff engaged in highly technical accounting functions involving the Department's project cost structure and the final project cost accounting of all state and locally administered transportation projects.

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Supervises a group of accounting staff responsible for the review of project set-up and modifications to ensure compliance with the Department's project structure policies and procedures and is involved in the development of these policies and procedures. Provides direction and guidance to the Department's Programs, Divisions, and District Offices related to project cost structure and project-related accounting issues. Ensures the annual rollover processes for projects are successfully completed so that appropriate coding is established for charging in the new fiscal year. Responsible for monitoring the proper charging of labor expenditures to aid in ensuring that labor charges are captured into the Department's financial system.
40% E	Provides overall management direction to accounting staff responsible for the review of project cost accounting and final reporting of expenditures on all state and locally administered transportation projects. These include Construction, Right of Way, Minor A and Minor B, Major Maintenance, Statewide Planning and Research, Local Assistance and Reimbursed projects. The final cost reporting is done in accordance with State, Local and Federal requirements to ensure that funds claimed for final costs were incurred in accordance with the terms of specific project agreements. The incumbent is in frequent contact with the Division of Budgets, Division of Construction, Division of Local Assistance, Local Agencies and the Federal Highway Administration on issues and concerns regarding project costs and final reports.
20% M	Provides consultation and direction concerning fiscal activities on a statewide basis within the Department and externally with the Local Agencies, Federal Highway Administration, Department of Finance and financial consultants. Initiates work improvement methods and initiates and authors statewide accounting and management control procedures. Updates Accounting Manuals and analyzes and makes recommendations concerning the fiscal impact of proposed legislation. Implements fiscal provisions of enacted legislation.

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 a number of Accounting Administrators I.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

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. Must have a basic understanding of

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electronic data processing systems such as 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 governmental agencies; and to be able to effectively select and train employees and evaluate their job performance.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgement or failure to carry out this position's responsibilities could result in placing the Department in violation of constitutional and statutory requirements on the use of departmental revenues and appropriations.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with departmental management in the Division of Budgets, Programs and Districts. Frequent contacts with managerial personnel and operational personnel of other agencies including the Local Agencies, Federal Highway Administration, Department of Finance, Bureau of State Audits, financial consultants as well as other organizational units within Caltrans.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent is required to be able to direct a diverse staff in discharging their responsibilities. The incumbent must be able to concentrate and meet strict deadlines. The position also requires interaction with people at all levels where 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 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 conversations are to be conducted in private secluded meeting rooms.

This 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 6:00 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
