

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Accounting Officer (Specialist)	OFFICE/BRANCH/SECTION OPA/HQ Project Cntl & FV Branch/Local & Reim FV	
WORKING TITLE Final Vouchering Accountant	POSITION NUMBER 900-081-4567-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 direction of the Accounting Administrator I, performs analytical duties pertaining to the final cost accounting and reporting of reimbursement funded projects. Ensures the safeguarding of assets, and compliance with fiscal and accounting policies applicable to the job. Specific duties include:

**TYPICAL DUTIES:**

Percentage		Job Description
40%	Essential (E)	Responsible for carrying out duties related to the final project cost summary and reporting of Reimbursement Funded projects that include analyzing complex financial data from the Department's financial management system, legacy systems, interfaces, COOP agreements, finance letters, allocation memorandums, and supporting invoices documentation and cost accounting transactions obtained from a number of sources and reconciles expenditures to appropriate funding sources.
40%	E	Prepares complex technical products running expenditure reports that incorporates data from various financial management systems and legacy systems to prepare project cost summaries on multi-fund, multi-program, and multi-system reconciliations. Develops cash flow analysis and forecasts project funding needs to maximize funding and reconciles available encumbrance balances to ensure timely receipts of local agency reimbursement.
10%	E	Provides consultation and training to final vouchering staff, management, and external customers. Provide expert financial analysis and support to resolve final project cost problems, quality improvement projects, and fiscal and accounting issues. Resolve final report accounting problems.
5%	E	Acts as liaison for audit activities with external auditors of Cities and Counties engaged to audit Reimbursement Funded projects. Evaluates audit reports and findings for supportability and concurrence for the entity audited.
5%	M	Initiates final cost accounting transactions for Reimbursement Funded projects to ensure expenditures are properly recorded against authorized funding sources. Examines final project cost records, contracts, audit reports, and other accounting data to quantify the variable factors of project financing formulas.

<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**

This position does not supervise other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must have knowledge of:

- Federal guidelines on cost accounting principles and SAM guidelines related to full cost recovery of State expenditures.
- Automated Accounting Management systems and subsystems.
- The Department's current accounting systems and procedures.
- Accounting principles.

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Must have abilities to:

- Solve accounting problems.
- Present information clearly and logically, both orally and in writing, to departmental supervisors and employees.
- Ability to apply accounting principles and practices.

Analytical Requirements:

Must be able to apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; and make sound decisions and recommendations in regard to the professional accounting problem and in a manner cost effective to the Department.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of poor or untimely decisions and failure to correct problems could result in non-compliance with SAM and loss of federal funds available for reimbursements.

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## PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with accounting, project managers, and budgets personnel. Outside the Department, the incumbent communicates primarily with State Controller's Office and various local and state auditors. These contacts will be verbal or written, as needed, to perform assignments.

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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.

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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.)

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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)

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SUPERVISOR (Signature)

DATE

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