

**POSITION DUTY STATEMENT**

PM-0924 (REV 06/2013)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Accounting Officer	Division of Accounting - Highway Fund Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Accounting Officer	900-081-4567-xxx	

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 I (Supervisor), is responsible for maintenance of proprietary control records, data reconciliation and preparation of related financial reports. Incumbent independently performs accounting duties requiring broad understanding of accounting business processes. Will perform completed staff work to evaluate proposed changes to accounting procedures, make recommendations and complete year-end reports. Regular and punctual attendance is required for this position. Vacation may be restricted during July and August due to reconciliation activity and financial reporting deadlines.

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

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35% (E)	Provide team support to the State Highway Account (SHA) fund monitor for reconciling SHA General Ledgers (GL) between GL 9000 (Expenditures) and 3114 (Due to). This includes creation of ad-hoc reports to identify erroneous entries between the two accounts and follow up with Division staff to correct accounts ledgers and report expenditures accurately to State Controller's Office (SCO).
25% (E)	Serve as fund monitor for the Historic Property Account (fund 0365) which includes analysis and monitoring of budget act language and related legislation, establish coding structure for budgetary/legal purposes and collaborate with Programs and Budget staff to resolve funding and reporting issues; perform certification of funds, monitor appropriations, prepare Plans of Financial Adjustment, account for cash transactions from the SCO transfers and receipts which includes processing documents in the AMS Advantage System; reconcile monthly GL activity to SCO and prepare the year-end financial statements.
20% (E)	Reconcile SHA GL 3510 (Deposit Refunds) between the SCO records and AMS Advantage System including resolving discrepancies between the two systems.
15% (E)	Responsible for GLs 3114 and 1410 (Due to and Due From) within the State Highway Account and working with Department staff to resolve discrepancies between the two GLs.
5% (M)	Perform special assignments and completed staff work directly related to the operation of the Section and the accomplishment of the Division strategic objectives.

<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**

No supervisory responsibilities, but may serve as a lead for lower level accounting personnel.

**ADA Notice**

For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-69, Sacramento, CA 95814.

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### KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

- \* Knowledge of the mission, goals, programs, laws, rules and policies of the State of California and the Dept. of Transportation.
- \* Knowledge of governmental accounting principles and budget process of the State of California and the Dept. of Transportation.
- \* Knowledge of governmental accounting, budgeting and fiscal management.
- \* Ability to manage time, adapt well to change and maintain cooperative relationships with people contacted through work.
- \* Ability to think creatively, analyze data and draw sound conclusions.
- \* Ability to speak and write effectively.
- \* Ability to analyze situations accurately, evaluate impact and recommend an effective course of action.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment could place the Department in violation of constitutional and statutory requirements for the use of revenues and appropriations which may have a negative impact on the preparation of accurate and timely financial statements. Consequence of error may place the Department in violation of statutes for fiscal disclosure of assets, liabilities, revenue, fund balance and expenditures incurred during the fiscal year.

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

This position makes frequent contact with executive management and operational personnel of various Caltrans Programs/Divisions, the State Controller's Office, the Department of Finance, the office of the Legislative Analyst, State Treasurer's Office, Federal Highway Administration, and various audit organizations.

This position communicates extensively through E-mail, phone and through presentations during meetings about matters related to business process/procedures, reporting requirements, statutes and methodology.

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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.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation.

(If you believe you may require reasonable accommodation, please discuss this with the 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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### 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 am and 5:00 p.m. Vacations will be restricted during peak times and fiscal year-end closing. Employees may be required to travel in state, but the travel 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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE