

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Accounting Officer	OFFICE/BRANCH/SECTION Division of Accounting/ORSA	
WORKING TITLE Security and Workflow Analyst	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 general direction of an Accounting Administrator I (Supervisor) and the lead of an Associate Accounting Analyst, the incumbent is responsible for updating the Vendor Tables in CGI Advantage and assists with vendor inquiries, as well as inputting and updating utility accounts. The incumbent is responsible for researching accounting questions and resolving problems related to CGI Advantage and infoAdvantage received statewide. The incumbent must be proficient with CGI Advantage and MS Office, including Excel, Word, Visio and Power Point. This position is required to disclose personal information to the IRS for the purposes of verification of tax payer identification numbers.

TYPICAL DUTIES:

Percentage	Essential (E)/Marginal (M) ¹	Job Description
50%	E	Performs the establishment and approval of the Vendor Table entries. This involves the establishment of new vendor records, revisions to the existing vendor records and subsequent verification of the entry in the system. This may involve contact with vendor and Caltrans employees to ensure that information is accurate and validating that the information submitted is legitimate to reduce fraudulent information being introduced into CGI Advantage. Responsible for the Electronic Funds Transfer (EFT) accounts.
25%	E	Assisting Management in preparing presentations, demonstrations, and maintaining EFIS Communications e-mail and Advantage website. Create, edit, and distribute e-mail communication. Responsible for researching accounting questions and resolving problems received statewide.
10%	E	Maintain CGI Advantage Security & Workflow Assignments. Monitor statewide system access, grant user access capability and navigational rights. Monitor the routing of CGI Advantage documents for review and approval. Using State Controller's Office Fund Certification Letter, grant user's access to budgetary roles/sensitive information and associated features. Create Information Technology (IT) HEAT Tickets to assist new users with initial LDAP DMZ Tree Configuration.
10%	E	Monitor HEAT ticket system and send out monthly reports. Monitor Advantage website and update/post all documents or updates to the website. Assist Management in maintaining information functions, update project tools data, and provide logistical support. Additionally, may be called upon to organize monthly Advisory Board/Committee meetings, create agendas and other required meeting documents. Assist with other project communications efforts.
5%	M	Coordinate input from the Division's Offices to be included in the Division of Accounting business plan. Other special projects as assigned.

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

None.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Generally Accepted Accounting Principles.
- Principles, practices, trends, and state of the are applications for Accounts Payable, Accounts Receivable, fiscal management and accounting administrative functional areas.
- Laws, regulations and policies of the Department, State of California and the Federal government affecting

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Department's administrative functional objectives.

- Department of Transportation's mission, goals and objectives.
- Administrative survey principles and techniques to the analysis and development of accounting and financial organization procedures.

- Internal control system.

Ability to:

- Apply fiscal system principles and procedures.
- Creatively use a variety of analytical techniques to resolve complex fiscal and financial management problems.
- Prepare comprehensive reports.
- Speak and write effectively.
- Perform with a high degree of independence.
- Present formal and informal evaluation of issues and alternative solution proposals.
- Advise key stakeholders, impacted program managers, executive steering committee, district directors, state control agencies, and other in developing course of action to address issues.
- Perform effectively under rigid time constraints and pressure.
- Utilize and work in an interdisciplinary team environment effectively.
- Develop and maintain good working relations in a team environment.
- Communicate effectively and possess excellent interpersonal skills to maintain cooperation of those contacted and to accomplish the goals of the project.
- Utilize program staff and consultants advantageously to effectively complete assignments and prioritize work.

Analytical Requirements:

- Define financial problems and identify appropriate resolutions.
- Coordinate with key stakeholders, impacted program managers, and others in developing appropriate course of action to address issues.
- Excellent communication and interpersonal skills.
- Work cooperatively and negotiate resolutions to issues; accomplish goals by finding common ground or consensus.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences related to security and workflow for CGI Advantage. Errors can adversely affect team efforts and prevent the team and the Department from achieving desired results.

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 the Act will result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Confer with all levels of departmental management and personnel within the Department, other state agencies, local entities and the Federal Highway Administration. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

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. Some filing is required. 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 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.

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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 travel in out of state is not required. Regular and punctual attendance is required. 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