

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Accounting Officer	OPA \ Federal Reimbursement Section	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Senior Accounting Officer	900-081-4567-xxxx	

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), the Senior Accounting Officer (Specialist) will be responsible for the review and submittal of Federal project closeouts to the Federal Highway Administration (FHWA). The incumbent will reconcile and ensure consistency of data in the Department's financial system (CGI Advantage), Department's Federal Aid Data System (FADS), and FHWA's Fiscal Management Information System (FMIS) to adhere to the Federal and State policies of the Department.

TYPICAL DUTIES:

Percentage		Job Description
Essential (E)/Marginal (M) ¹		
40%	E	Review and update Federal project information in the FADS for submission of final vouchers to the FHWA. Verify Federal project information in Advantage. Access the FHWA's FMIS and the FADS to ensure expenditure are accurately reported on the Final Voucher. Make final adjustments in FMIS to reflect final cost on project. Track and maintain rejected final vouchers and serve as liaison with FHWA to ensure the re-submission of the final voucher through FADS.
30%	E	Independently provides supporting documentation to FHWA on reimbursement amount. Research and identify transactions in Advantage, communicate with internal staff and provide recommendation for possible justification.
15%	M	Independently performs the processing of Expenditure Adjustment Request (EAR) to ensure correct expenditures are posted in Advantage. Review project cost accounting records, agreements and reports to ensure appropriate programs and projects are charges correctly in accordance with federal and state policies.
10%	M	Responsible for running the daily interface report to ensure data is posted in the CGI Advantage Accounting System. Resolve errors promptly to minimize delays in Federal Billing. Verify the validity of appropriation coding on the project expenditure authorizations. Resolve difficult and complex federal accounting and project reimbursement issues.
5%	M	Perform tasks and projects that related to daily operation of the Federal Reimbursement Section. Tasks includes, but are not limited to creating report, generating report from InfoAdvantage and provide source documents for external customers.

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

Must acquire knowledge of:

- Federal and state laws, rules, policies, procedures and practices related to the federal reimbursement of Caltrans' Transportation programs.
- The Department's current and past accounting system and procedures.
- The Federal Financial Management Information System (FMIS).
- Generally Accepted Accounting Principles.
- Departmental missions, goals, organization, structure, and major work programs.

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Must have abilities to:

- Solve accounting and computer system problems.
- Express complex ideas and information clearly, concisely, and logically, both orally and in writing, to management, supervisors and employees.
- Solve accounting problems by applying accounting principles and practices.
- Reason logically and creatively.
- Be objective and display conceptual skills to analyze complex situations and take appropriate action.
- Interpret and apply federal and state policies, and procedures.
- Work independently with a minimum of supervision, assume increasing responsibility to perform the more responsible, varied and complex technical accounting work.
- Develop and maintain good working relations with groups and individuals during the course of one's work.
- Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

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 and cost - effective decisions and recommendations in regard to professional accounting issues.

Without detailed supervision or review, and based on logical and creative analysis makes routine to complex decisions and provides advice to departmental managers, supervisors and employees on difficult management and accounting problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor analysis, decisions, or failure to correct problems could result in loss of federal funds, delay in federal reimbursement, or implementation of recommendations that do not meet departmental needs. Improper reporting of federal project data could result in budget decision makers not having appropriate information for funding federal projects

PUBLIC AND INTERNAL CONTACTS

Confer with managerial and professional levels within the Department, the Federal Highway Administration, and federal auditors. 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. Employees must be able to concentrate and meet strict deadlines at times. Most of the jobs in the 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 6:30 am and 5 pm. Overtime may be required, and vacations may be restricted, during peak time and fiscal year-end closing. Employees may be required to travel in state, but the travel it is not very frequent.

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
