

**POSITION DUTY STATEMENT**

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Accounting Administrator I (Specialist)	OFFICE/BRANCH/SECTION FI\$Cal Project Management	
WORKING TITLE Accounting Administrator I (Specialist)	POSITION NUMBER 900-081-4552-xxx	REVISION DATE 10/25/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the general supervision of an Accounting Administrator II, the Accounting Administrator I (Specialist) independently performs the more complex analytical, technical, and functional accounting duties and serves as a lead person in providing consultative advice and accounting support on-site and/or remotely to the FI\$Cal Project Management effort. The Accounting Administrator I serves as the subject matter expert responsible for activities related to planning, business operations, interface and conversion assessments, training, testing, reporting, contract monitoring, and change management.

**CORE COMPETENCIES:**

As an Accounting Administrator I (Specialist), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement)
- **Dealing with Ambiguity (Risk)**: Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Cultivate Excellence - Pride)
- **Problem-solving and Decision-making** : Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Engagement)
- **Teamwork/Partnership**: Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Integrity)
- **Organizational Awareness**: Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Pride)
- **Communication**: Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence - Engagement)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **Technical Expertise**: Depth of knowledge and skill in a technical area. (Cultivate Excellence - Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	
30% E	Evaluates and analyzes FI\$Cal fit/gap report to identify and define problems with business processes for major administrative program areas including, but not limited to Accounts Payable, Accounts Receivable, General Ledger Accounting, and Project Set-up. Define problem causes and formulates development of operational changes that resolve issues. Work in collaboration with FI\$Cal Implementation Team to determine the impact of solutions on department administrative activities. Recommend policy changes to synchronize with system solution compatibility; Prioritize system requirements for design and implementation. Secure approval of business case analysis from Project Team Lead and Project Manager.

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30%	E	Independently leads and/or conducts system evaluations/appraisals identifying problems, formulate new solutions meeting fiscal program needs impacting department wide functional operations, Recommend sound decisions based on study research and analysis. Advise FI\$Cal Project Team Leaders on impact or potential impact of analysis results. Assist in project deployment by participating in the development of new and revised business and financial processes and procedures for review and approval by the internal stakeholders and State Chief Information Officer and other external agencies. Communicates with Department wide stakeholders, customers, and users and documents feedback for inclusion in the above processes and procedures. Develop Special Project Reports and Post-Implementation Reports from research analysis all with approval of Executive Steering Committee. Prepare white papers as directed and respond to special requests for information and analysis.
30%	E	Assist and provide support to Project Team Leads and Project Manager in development of strategies to effectively plan the implementation of the FI\$Cal project. Assist in development of project schedule, project costing and budgeting, project communication, and project procurement documents. Assist in development strategies to maintain project quality and minimize project risks. Conduct risk and issue analysis, and develop mitigation strategies and resolution plans. Assist in tracking, reviewing and validating project deliverables and review and update project status reports.
10%	M	Represent FI\$Cal project on various accounts payable, accounts receivable and general ledger and/or project justification issues with State Control Agencies, Division Chiefs, Office Chiefs, FI\$Cal project stakeholders, and Executive Steering Committee; Provide backup when necessary to the other FI\$Cal project staff and performs special duties, projects or assignments as directed.

<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**

Incumbent at this level have no supervisory responsibility, but may serve as a lead to other professional accounting staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of principles, practices, trends, and state of the art 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 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; Methodology and principles of automated data processing systems.
- Ability to apply fiscal system principles and procedures and creatively use a variety of analytical techniques to resolve complex fiscal and financial management problems. Prepare comprehensive reports. Speak and write effectively and 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 others 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, 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, define financial problems, and identify appropriate resolutions. Coordinate with key stakeholders, impacted program managers, and other in developing appropriate course of action to address issues.
- Excellent communication and interpersonal skills. Identify issues or conflicts in internal financial policy process and develop means of resolution. Display high level of expertise to analyze situations accurately and adopt an effective course of action. Work cooperatively and negotiate resolutions to issues; accomplish goals by finding common ground or consensus.
- The incumbent must be aware of and agree to comply with the following policies with regard to access of personal information including, but not limited to, Social Security Numbers, Federal Tax Identification Numbers (for businesses), home addresses, home telephone numbers, leave balance information, all personnel information, and documents etc.:
  1. Individuals accessing Caltrans' information assets must use all due care to preserve data integrity and confidentiality.
  2. Password and access devices are to be treated as confidential information and restrictive devices.
  3. Users accessing Caltrans data must take precautions to ensure the protection of that data from unauthorized access or destruction.
  4. Users must take reasonable precautions to prevent virus contamination of State systems.
  5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets.
  6. Users must take extra precautions to maintain Department employees', vendors' etc. confidentiality when accessing, or having

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access to, hard copy personal information such as reports, forms, personnel documents etc.  
Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

The incumbent is responsible for decisions, actions, and consequences related to the FI\$Cal project. Errors can adversely affect team efforts and prevent the project from achieving desired results. Errors in judgment and decisions could result in placing the Department in violation of state, Department and other relevant policies and governing rules and laws as they relate to Personnel management and financial activities the incumbent is responsible for.

**PUBLIC AND INTERNAL CONTACTS**

Incumbent will have significant contact with all levels throughout the Department, State Control Agencies, and Project Consultants for the life cycle of the FI\$Cal project.

**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Employees must be able to concentrate and meet strict deadlines at times. Most of the jobs in the Division require interaction with many people. Sustained mental activity may be required for report or memo writing, planning, problem solving and analysis, etc. Emotional requirements include the ability to develop and maintain cooperative working relationships with team members, consultants, FI \$Cal Implementation team, and State Control Agency staff. Incumbent will be required to respond appropriately to difficult situations. It is important that employees work with others in a cooperative manner.

**WORK ENVIRONMENT**

This position is part of a distributed team that involves teleworking and reporting to the office as needed/required. 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. Employees may be required to travel in state, but the travel is not very frequent. Regular and punctual attendance is required. Employees are required to comply with telework agreement policies and procedures.

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.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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