

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Accounting Administrator I (Supervisor)	OFFICE/BRANCH/SECTION OPA/LPA-FR/Federal Reimbursement	
WORKING TITLE Chief, Federal Reimbursement Section	POSITION NUMBER 900-081-4549-XXX	REVISION DATE 10/28/2024

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 (Supervisor) is responsible for directing and managing professional staff in the Federal Reimbursement Section, which performs the accounting for the statewide Federal reimbursement. This involves providing guidance with internal Departmental Programs and working with external agencies to ensure federal and fiscal controls are maintained properly with federal funds. The Section produces financial reports for the Department's federal receipts and accruals. The Accounting Administrator I (Supervisor) maintains active communication with representatives of Federal Highways Administration, Federal Transit Administration and the Department of Finance, California State Auditor, and auditing entities.

CORE COMPETENCIES:

As an Accounting Administrator I (Supervisor), 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence - Integrity)
- **Empower Others:** Convey confidence in employees' ability to be successful, sharing significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues. (Cultivate Excellence - Engagement)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Advance Equity and Livability in all Communities - Equity)
- **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 - Integrity)
- **Workforce Management:** Hires and retains appropriate staff. Conducts workforce and succession planning. Provides feedback on performance. Addresses employee issues in a timely manner. (Cultivate Excellence - Integrity)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
50% E	Supervises a group of accounting staff responsible for the monitoring and reporting federal reimbursements for the Department's Transportation Programs. Oversees the adjustments of federal project expenditures to ensure timely and appropriate billing/reimbursements from federal agencies. Oversees the accounting functions for Statewide Preliminary Engineering System (SPES), State Planning and Research (SP&R), and Grants (Federal Transit Administration and Federal Rail Administration) projects as well as final voucher review of federal projects and transmittal to Federal Highways Administration (FHWA).

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15%	E	Ensures the federal apportionment and obligation controls are properly recorded in the Department's financial system (Advantage). Oversees the federal billing process to ensure accurate figures are submitted to FHWA. Activities include verifying obligation of federal projects in Advantage from FMIS, monitoring the billing cycle, verifying receipts, and updating detail report on bill. Communicates with FHWA, State Treasury Office (STO), and fund monitors. Overseeing the drawdowns from Echo and Delphi for federal grant funding from Federal Transit Administration (FTA). This includes preparing claim schedules to State Controller Office for invoices related to Grant funding submitted by departmental Programs as well as creating quarterly federal expenditures report for departmental Programs to review and verify.
15%	E	Provides analysis to management regarding the Department's Cash Management Program. This includes providing status report on federal accruals to Division of Budgets and Division of Local Assistance. Provides assistance in executing and analyzing detailed expenditure reports. Communicates with financial program managers and external agencies concerning federal fiscal requirements. Activities include developing the monthly Federal Accrual Report memo and assisting on federal compliance audits and FHWA and FTA billing reviews.
10%	E	Provides guidance to districts and programs in the execution of federal reimbursement policies and procedures and interpretation of federal financial policies.
10%	M	Analyzes and interprets Federal, State, and department rules and regulations for impact on federal reimbursement and identifies the need for new accounting instructions to implement changes. Performs other job related duties within the scope of the classification 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

Supervise a staff of professional accountants and provides functional direction to engineers, project control offices, and departmental Program personnel.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of accounting principles and procedures, including the special requirements of governmental accounting as well as the uniform accounting procedures that apply to local and federal government.
- Knowledge of federal and state laws, policies and procedures, the department's budget development and fiscal processes, the federal regulations and the local program's policies and manuals, and principles and trends of public administration and the department's mission, goals, and objectives.
- The ability to plan, organize and direct the work of others, reason logically and creatively and utilize a variety of techniques to resolve problems, communicate effectively, both orally and in writing, with organizational managers and their staff on issues or problems, provide detail instructions and conduct training sessions to engineering staff on fiscal matters, and analyze situations accurately and adopt an effective course of action.
- Familiarity with Government Code, Department of Personnel Administration rules, Policies and Procedures, Management Memorandums and other methods of information flow that govern the conduct of employees during work hours.

Under Civil Code section 1798, et seq. Employees must be aware of and agree to comply with the following policies with regards to access to 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 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.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for making decisions and problem solving for the Department's federal billing and reporting utilizing the Department's increasingly complex accounting structure, which involves the accounting system and various subsystems. Incumbent must ensure the necessary internal controls are present in the accounting system to acquire accurate information through the detailed analysis of various financial, budgetary and fiscal reports.

Failure to carry out this responsibility could result in the loss of federal funds thereby delaying the State Transportation Improvement Plan (STIP); provide inaccurate financial information or fiscal reports which would lessen our credibility with the Federal Highway Administration, local governments, local transportation agencies, project engineers; and jeopardize the Department's assets.

PUBLIC AND INTERNAL CONTACTS

The incumbent has frequent contact with departmental management in the Division of Budgets, Programs and Districts. Frequent contacts with managerial personnel and operational personnel of other agencies including the Federal Highway Administration, Federal Transit Administration, State Controller's Office, State Treasurer, California State Auditor, CPA firms, and financial consultants as well as other organizational units within Caltrans. Must handle sensitive situations with tact and diplomacy and present ideas effectively.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The ability to direct a diverse staff in discharging their responsibilities. The ability to concentrate and meet strict deadlines. The ability to interact with people at all levels where it is extremely important that the incumbent work with others in a cooperative manner.

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. The incumbent is required to be able to direct a diverse staff in discharging their responsibilities. 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. Though the incumbent has a private open-spaced cubicle, confidential conversations are to be conducted in private secluded meeting rooms.

This position is exempt from the Fair Labor Standards Act (FLSA) requiring the incumbent to adhere to the hourly requirements for discharging the duties of this position. Working hours in supervising will be set sometime between 6:00 a.m. and 6:00 p.m. Vacations and time away from the office may be restricted during peak times where attendance at meeting is required and for fiscal year-end closing. The incumbent may be required to travel in/out of state. Regular and punctual attendance is required.

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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.)

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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