

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION OTSS/Travel Payments and Policy/Travel Policy Section	
WORKING TITLE Associate Accounting Analyst	POSITION NUMBER 900-081-4588-XXX	REVISION DATE 11/27/2024

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 direction of an Accounting Administrator I, the Associate Accounting Analyst is responsible for researching, analyzing, and communicating the Department's travel policies statewide to the Department's staff, managers, and other non-state employees. The Associate Accounting Analyst actively participates in the decision and policy making of the Department travel policies and reviews and processes travel exception requests for approval by Travel Policy Section Chief. The Associate Accounting Analyst responsible for statewide reconciliation of General Ledger Account 1712, the collection of outstanding travel advances, and the reporting of outstanding travel advances.

**CORE COMPETENCIES:**

As an Associate Accounting Analyst, 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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (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 - Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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 - Innovation)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **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 - Innovation)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence - Integrity)

**TYPICAL DUTIES:**

Percentage	Essential (E)/Marginal (M) <sup>1</sup>	Job Description
30%	E	Analyzes, researches, and communicates statewide travel rules and regulations in accordance with Department of Human Resources (CalHR), State Controller's Office (SCO), the Internal Revenue Service (IRS), and the State Administrative Manual (SAM); reviews and processes travel exception requests. Participates in the decision and policy making of the Department travel policies
25%	E	Analyzes and collects outstanding travel advances. Reports outstanding travel advances to the Division of Human Resources and Franchise Tax Board for collection and writes-off outstanding travel advances in accordance with the State Administrative Manual, Government Code, and Department Policies.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

---

25%	E	Analyzes, reconciles, and corrects BSA 1712 in the system to the Office of Revolving Fund Account and Travel Advance Reports. Reports to SCO Outstanding Travel Advance Over 120 Days accounts as a Fringe Benefit.
15%	E	Processes cancellation of Travel Advance documents and Travel Advance Checks sent to the office.
5%	M	Reviews Office of Revolving Fund claim schedules and checks, and performs other job-related duties within the scope of the classification as assigned.

<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

None.

---

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the State of California's fund accounting process as well as a good working knowledge of professional accounting practices and procedures.
- Knowledge of State Administrative Manual, Department of Human Resources, Victims Compensation and Government Claims Board Rules, Departmental Accounting Manual, Government Code, and Departmental Travel Policy and Procedures.
- The ability to analyze accounting transactions and be able to make sound decisions and recommendations in regard to accounting practices and principles as utilized in state government. In addition, the concept of completed staff work is understood and implemented by the incumbent.
- The ability to plan, organize and establish work priorities is critical due to the need for timely and accurate financial information. As the section routinely deals with vendors and departmental staff, the ability to communicate effectively and treat customers with respect and courtesy is required.

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.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions can impact the integrity of departmental accounting records. Failure to verify payment authorization and to accurately analyze results of transactions can result in undetected duplicate payments to vendors. Failure to clear erroneous transactions and exception items can result in inaccurate expenditure reports and financial statements.

---

### PUBLIC AND INTERNAL CONTACTS

This position requires extensive contacts in person, by telephone and by e-mail with Division of Accounting staff, departmental personnel of all levels, vendors, representatives of other state agencies and the general public.

---

### 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

---

#### ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

---

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. This position requires the ability to work with dynamic priorities and deadlines.

---

### 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. Working hours will be set sometime between 6:00 am and 6:00 pm. 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 the travel is not very frequent.

The Division encourages and supports internal lateral rotation within the Division for personal and professional development. The Division also encourages staff to develop expertise in their positions before pursuing internal lateral rotations. Generally, expertise in positions is developed over time working in the position.

---

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.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

---

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