

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION OPA/Local Program Acctg & Fed Reimbursements/LPN	
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 direction of the Accounting Administrator I, the Associate Accounting Analyst independently performs complex and high risk analytical accounting duties, which require a broad understanding of Caltrans' accounting procedures, functions, multiple fund types, accounting systems, federal and state regulations, and the Local Assistance programs.

**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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (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)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (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, Integrity)
- **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. (Cultivate Excellence - 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. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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40%	E	Analyzes, establishes, and approves Local Assistance projects with complex funding sources, including the highly complex Subvention Reimbursement projects. Analyzes financial cost accounting transactions in projects with the most complex blend of funding and identifies significant trends by making comparisons to previous accounting periods. Certifies the availability of funds and encumbers transactions into the Department's financial management system. Examines, as appropriate, accounting documents such as contracts, cooperative agreements, finance letters, and audit reports to ensure the accuracy of project funding and expenditures. Ensures propriety of invoice payments, maintains budgetary integrity, and investigates and solves problems for staff, engineers, and local agency personnel. Serves in a lead capacity. The incumbent exercises a high degree of responsibility in controlling multi-funded project costs and maintaining accounts in multiple automated accounting systems and subsystems.
35%	E	Assesses the quality of accounting data, internal controls, and document flow to ensure fiscal compliance for appropriate encumbrance and expenditure reporting. Researches, identifies, and corrects inconsistencies of financial data, derived from multiple and complex financial systems. Verifies agreement between fund appropriation and authority. Analyzes complex accounting transactions from the Department's financial management system and subsystems as necessary, plans, analyzes, and reconciles technical documents required for financial statements. Communicates the financial status of local assistance projects to appropriate stakeholders.
20%	E	Works in a lead capacity to provide training to new staff and may be required to conduct training to the Division of Local Assistance staff and local agencies regarding appropriate processes or procedures. Establishes and maintains liaisons with the Division of Local Assistance, local agencies, the Federal Highway Administration, and other Department programs to ensure accounting processes, financial data, and financial systems are provided and operating correctly.
5%	M	Independently completes special assignments. Researches, analyzes, and recommends solutions to management regarding complex inquiries related to Federal and State regulations, laws, internal controls, financial data, accounting and financial system processes. 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**

This position does not supervise other employees.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of federal and State laws, rules, policies, procedures, and practices related to federal reimbursement of Caltrans' transportation programs.
- Knowledge of department missions, goals, and organizational structure.
- Knowledge of principles of effective verbal, written, and oral communications skills.
- The ability to research and analyze data, develop and evaluate alternatives, and prepare comprehensive and concise reports.
- The ability to reason logically and creatively.
- The ability to be objective, display conceptual skills, analyze complex situations, and take appropriate actions.
- The ability to interpret and apply federal and state policies, procedures, and directives.
- The ability to work independently with a minimum of supervision; assume increasing responsibility; and perform the more responsible, varied, and complex technical accounting work.
- The ability to express complex ideas and information clearly, concisely, and logically, to management, supervisors, and employees.
- The ability to develop and maintain good working relationships with groups and individuals.
- The ability to be flexible, persuasive, tactful, and effective in imparting complex information in order to achieve desired results.

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- The ability to apply sound budgetary control skills in order to resolve complex accounting problems; independently and effectively analyze a variety of complex documents and records to determine fiscal compliance.
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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent must be able to verify the appropriate project and program funding and is responsible for certifying availability of funding. Errors in judgment could result in placing the Department in violation of constitutional and statutory requirements on the use of revenues and appropriations, incorrect payments, and negative public relations with local governments.

The incumbent must make independent judgments on what data is to be used, when the data is correct and when there is enough documentation to adequately support any financial analysis or reports prepared. The data/report must withstand review by local agency financial experts, CPAs, and state and federal auditors. If data is misrepresented, it could result in audit citations, over collection of federal funds or inappropriate dispersal of state funds to local agencies.

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

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### PUBLIC AND INTERNAL CONTACTS

Written, verbal, and oral communication with all levels of departmental personnel and governmental agencies are required to gain and maintain their confidence, cooperation, and trust. All sensitive situations must be handled tactfully, diplomatically, and effectively.

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### 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 and files 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.

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### 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 cubicles. Working hours will be set sometime between 6:00 a.m. and 6:00 p.m. 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 it is not very frequent.

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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.)

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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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