

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION ORSA/Accounts Receivable/Section C	
WORKING TITLE Reimbursement Accountant	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 (Supervisor), the Associate Accounting Analyst is independently responsible for performing the complex, technical, and analytical duties in the Accounts Receivable Branch, Section C. The Associate Accounting Analyst will serve as a lead over the non-Right of Way Accounts Receivable subordinate staff, which will require an understanding of the Advantage accounting system. The Associate Accounting Analyst will analyze the appropriateness of accounts receivable accounting transactions to ensure transactions are appropriately posted to Advantage and that statutory and legal requirements have been satisfied.

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.

- **Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Cultivate Excellence - Engagement)
- **Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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 - Innovation)
- **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, Integrity)
- **Fostering Diversity**: Capable of working with a diverse work group, including but not limited to differences in race, nationality, culture, age, gender, and differently able. Makes everyone feel valuable regardless of diversity in personality, culture, or background. Fosters a diverse culture to create best solutions. (Advance Equity and Livability in all Communities - Equity)
- **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. (Enhance and Connect the Multimodal Transportation Network - Engagement, Equity)
- **Interpersonal Effectiveness** : Effectively and appropriately interacts and communicates with others to build positive, constructive, professional relationships. Tailors communication style based on the audience. Provides and is receptive to feedback. (Cultivate Excellence - Engagement, Integrity)
- **Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Organizational Skills**: Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

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40%	E	Responsible for all aspects of financial billing, monitoring, and reporting of the most difficult reimbursement projects. Analyze project expenditures to ensure expenditures do not exceed billing and collections. Report and monitor the assigned projects using infoAdvantage or Datalink to determine billable charges, review overhead calculation, and issues invoices when appropriate. Independently analyze, evaluate and research financial information which does not appear consistent with the Department's policies, procedures, or contractual agreement. Track and monitor invoices on the Accounts Receivable Aging Report and 5.3 Report to provide comments and payment statutes for management review. Contact contributors to facilitate collections of unpaid account receivables. Track and monitor invoice disputes and work with project managers to resolve the issue. Prepare draft or interim Project Cost Summary (PCS) on assigned projects. Work with and respond to internal and external customers regarding assigned reimbursement projects.
30%	E	Perform the initial and secondary managerial review of all assigned cooperative agreements in preparation for the Accounting Administrator I (Supervisor) approval. Review and analyze agreement language to ensure the agreements are written in accordance with the Division of Accounting's financial policies, procedures, and applicable state laws.
15%	E	Serve as a lead and provide guidance on technical matters to other accounting staff. Provide consultation, direction, and training to staff as necessary. Prepare monthly reimbursement monitoring reports as requested by Branch Chief or Office Chief. Research and respond to special requests and inquiries from project managers, program managers, and contributors regarding financial issues. Participate in the fiscal year end process by notifying the district with project overrun reports and to reestablish invoices with lapsing appropriations, and other year end duties as required. Complete Year-End Certificate for assigned district.
10%	E	Incumbent will act as the audit liaison with external and internal auditors for questions related to reimbursement accounting. Coordinate with Accounting Administrator I (Supervisor) to obtain the information requested by the auditors from reimbursement staff and consistently update the Division's Audit Matrix. Review the appropriateness of potential audit findings, informing both the Section and Branch Chief over the reimbursement function of potential issues. Responsible to work with Section Chief to prepare the draft and final audit responses.
5%	M	Develop, update, and maintain detailed desk procedures and develop new reimbursement accounting procedures mandated by new legislation or changes in SAM or GAAP. Update the Department's Accounting Manual for accounts receivable chapters and Reimbursement Manual as necessary. Assist with any special projects and perform 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

None. May act in a lead capacity on behalf of the Accounting Administrator I (Supervisor) in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the state accounting process, accounting principles and procedures, governmental accounting, cost accounting, budgeting, accounting systems, principles of finance, business law and business management.
- Knowledge of the Department's automated accounting systems, including, but not limited to the CGI Advantage, infoAdvantage and Datalink. Be proficient in MS Office including Word, Excel, PowerPoint and e-mail applications.
- Strong research and analytical skills and abilities are required in the effective identification of problems, research, and analysis of data. The ability to analyze accounting transactions/data and make sound judgments as to how the transactions/ data must be altered to assure proper posting to the general ledger.
- The ability to establish and maintain professional and cooperative relations with other members of the Department and external clients.
- An understanding in establishing accounts receivable and in recording adjustments and payments against them.
- The ability to work independently with minimum supervision as well as in a team environment to carry out the assigned duties and responsibilities and have the ability to express ideas and information clearly, concisely, and logically to management and employees (oral and written).
- The ability to plan, organize, and establish work priorities, assure adherence to policies and procedures.
- The ability to interpret contract and agreement language appropriately.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis or errors in accounting transactions may impact the integrity of accounting data, management reports, trial balances, the Department's financial statements, federal statistical reports and federal and local reimbursement. Errors in analysis and judgment could place the Department in violation of legislative or statutory constraints regarding the availability and expenditure of the department funds.

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, costumers, and employees. This information includes, but is not limited to: social security number, address, phone number, medical or employment history, education, work history, or similar information. Failure to protect this information may damage the Division of Accounting's reputation as a confidential organization and result in lawsuits or employee grievances. Intensional violation of the Act will result in disciplinary action, up to and including, termination of employment.

PUBLIC AND INTERNAL CONTACTS

The incumbent will routinely contact other Departmental employees to discuss reimbursement funded projects information. These contacts will be verbal or written, as needed to perform assigned duties. The incumbent will have extensive contact with external clients, i.e., other governmental agencies, - City, County, States, Tax Measure Agencies as needed. This position routinely confers with Department of Transportation districts, programs, Division of Accounting staff, engineering and budgeting staff at the working level. This position may involve contact with representatives from the State Controller's Office, Department of Finance, and Bureau of State Audit. Incumbent is expected to gain and maintain the confidence, cooperation and trust of those contacted in the course of work.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long period of time using a keyboard and video display terminal. In addition, the they may also be required to move large or cumbersome reports from one location to another. It is imperative that the employee be able to concentrate for long periods of time and meet strict deadlines. This position requires interaction with many people; it is important that the they work with others in a cooperative and professional manner to establish and maintain professional relationships.

WORK ENVIRONMENT

While at their base of operation, employee will work in 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 am and 5 pm. Overtime may be requires with prior written approval and vacation may be restricted during peak times and fiscal year-end closing. Employee may be required to travel in state, but the travel is infrequent. 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