

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Accounting Administrator I (Supervisor)	OFFICE/BRANCH/SECTION OFAA/HBAB - Highway Funds Section	
WORKING TITLE Section Chief - Highway Funds Section	POSITION NUMBER 900-081-4549-XXX	REVISION DATE 12/06/2024

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 is responsible for planning, organizing, directing and evaluating professional staff engaged in complex fiscal activities for various departmental funds. Responsible for managing the fund accounting for the State Highway Account and the Transportation Revolving Account, from which all departmental expenditures are paid. Responsibility includes general ledger reconciliation, analysis and reporting of the Department's cash balance (forecast - actual) and preparation of financial statements.

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, Strengthen Stewardship and Drive Efficiency - 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. (Cultivate Excellence - 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)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)
- **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, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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
Essential (E)/Marginal (M)¹ Job Description

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)

40%	E	Supervise professional staff engaged in general ledger accounting for Departmental proprietary funds – including State Highway Account (0042), the Transportation Revolving Account (0048). Responsibilities include establishing Advantage chart of accounts for fiscal and budgetary reporting; general ledger reconciliation with the State Controller's Office accounts; and processing adjustments monthly to accurately report balances and financial condition of the fund. Serves as a liaison to fiscal control agencies and auditors. Partners with stakeholders to address audit issues. Provides direction to various departmental personnel related to Generally Accepted Accounting Principles (GAAP) and State/Federal fiscal policy associated with accounting activities.
20%	E	Provide leadership to staff responsible for analysis of the Department's most complex accounting transactions ensuring transactions are recorded accurately, timely and comply with GAAP. Hire, and train professional staff. This involves setting priorities and collaboration with staff to plan for meeting work goals. Facilitate meetings to open dialogue with team and stakeholders; engage staff in problem solving; evaluate performance and implement plans for staff development.
15%	E	Provide oversight and general direction to staff during year end closing and the preparation of budgetary/legal and GAAP financial statements for the State Controller's Office. Also includes preparation of fund balance reports (DFB 303) for submission to Budgets and Department of Finance.
10%	E	Supervise staff responsible for cash management reporting. This involves the advancement of cash from other appropriated funds to the Transportation Revolving Account and the subsequent application of expenditures to appropriations through plans of financial adjustment with the State Controller's Office. Responsibility includes preparation of cash balance reports and forecasts for Division of Budgets to ensure adequate cash is available for the Department's financial obligations.
10%	E	Collaborate with Executive staff on accounting policy changes. Partner with stakeholders and customers to address business process issues impacting general ledger and accuracy of financial data. This includes authoring statewide Accounting Bulletins and updates to reference manuals or Advantage chart of accounts. Involves consultation with staff and stakeholders to evaluate existing business process and functional requirements needed to implement integrated solutions.
5%	M	Supervise staff responsible for analyzing legislation to assess impact existing programs and procedures. Perform special assignments directly related to branch or office operations and the accomplishment of strategic objectives. Perform other 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

Supervises several professional staff engaged in the above activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the mission, vision, values and goals of the Department of Transportation.
- Knowledge of the generally accepted accounting principles, State Administrative Manual, GASB statements and fiscal reporting requirements of the State of California and the Department of Transportation.
- Knowledge of and experience with governmental fund accounting, budgeting and fiscal management.
- Knowledge of principles of organization, public administration, personnel management and supervision.
- Knowledge of office procedures, statistical methods, and principles of automated data processing systems.
- Communication skills - Ability to listen and engage professional staff. Ability to give and receive feedback.
- Interpersonal skills - Ability to build networks and maintain cooperative relationships with people contacted at work.
- Ability to guide completed staff work and make sound recommendations.
- Ability to plan and facilitate productive meetings and training.
- Ability to logically plan and organize work to meet strict reporting deadlines.
- Ability to prepare comprehensive, accurate and concise accounting reports and procedures.
- Ability to think creatively, perform research, reason logically and draw sound conclusions.
- Ability to speak and write effectively.
- Ability to create accurate ad-hoc reports to analyze financial data and adopt an effective course of action.
- Ability to understand and interpret legislative/policy changes and be able to evaluate the impact to business processes.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsibilities include providing statewide control of fiscal transactions relating to various Departmental funds and accounts. Errors in judgment could place the Department in violation of constitutional and statutory requirements in the use of revenues, expenditures and appropriations.

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)

Responsible for the annual fiscal year-end closing of various departmental general ledger accounts, preparation of consolidated financial statements and coordination between internal divisions, State Controller's Office and Department of Finance. Inadequate fiscal year-end closing instructions may impact the preparation of accurate and timely financial statements – placing the Department in violation of statutes pertaining to proper fiscal disclosure of assets, liabilities, revenue, fund balance and expenditures incurred during the fiscal year.

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.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with executive management and operational personnel of Caltrans Programs/Divisions, the State Controller's Office, the State Treasurer's Office, Department of Finance, California State Auditor, Office of the Legislative Analyst, Federal Highway Administration, Department of General Services, US Census Bureau and local agency partners.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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 a.m. and 5:00 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, and, travel is infrequent.

WORK ENVIRONMENT

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. Most of the jobs in the Division require interaction with many people. It is important that employees work with others in a respectful and cooperative manner.

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

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.