

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION Division of Accounting/OFAA/Highway Funds Section	
WORKING TITLE Associate Accounting Analyst	POSITION NUMBER 900-081-4588-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 direction from an Accounting Administrator I (Supervisor), the Associate Accounting Analyst exercises a high degree of independence in completing required duties. The incumbent uses their in-depth knowledge of financial reporting requirements, fund accounting, the budget cycle, Caltrans Programs, funding sources and cost structure to perform the required job duties, including creating ad-hoc reports and analyzing data to monitor budget appropriations within the State Highway Account- Highways Program; preparing monthly GL reconciliation and year-end financial reports; certifying funding for capital projects; analyzing transactions and ensuring the cost structure within the projects are compatible with state fiscal reporting requirements; analyzing budget legislation and establishing coding structure for budgetary/legal basis reporting; and performing general ledger reconciliation.

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. (Cultivate Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Engagement)
- **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)
- **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)
- **Interpersonal Savvy/Partnering:** Builds constructive and effective relationships, using diplomacy and tact. Is able to relate to a diverse set of individuals. (Cultivate Excellence - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - 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 - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
35% E	Reviews, monitors, analyzes, and reconciles the appropriation expenditures (GL 9000) of the State Highway Account (SHA) with the State Controller's Office (SCO) to ensure expenditures are within budgeted authorization. Performs critical analysis of GL 9000 and 3114.0048 (Due to TRA) related to SHA Plan of Financial Adjustments (PFA) submitted to SCO in reimbursing the Transportation Revolving Account (TRA) on a monthly basis or as needed.

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35%	E	Performs monthly GL reconciliations (GL 9000, 9001, 1410, 3114) for SHA. Analyzes lapsing appropriations, runs expenditures ad-hoc reports on a regular basis for SHA to monitor/identify un-reportable items, and communicates with either the Highway Appropriations Management (OFAA) and/or to the concerned supervisor/staff for resolution. Prepares the year-end fund Lega-Basis and GAAP financial statements.
25%	E	Acts as lead person in sending out communication to various funds supervisors/managers for purposes of consolidating lapsing appropriations, which will be disseminated to various districts, programs, Budgets office, and other stakeholders. Analyzes and institutes adjusting entries in AMS InfoAdvantage and sends corresponding transaction request(s) to SCO to ensure GLs are reconciled for SHA. Serves as a back-up for Fund 0048 - Transportation Revolving Account. Prepares the year-end financial statements for Fund 0990. Assists other staff in the Highway Funds Section by providing data necessary to reconcile GL 3420 for SHA. Acts as section lead in the absence of the supervisor.
5%	M	Performs complex special assignments and legislative analysis related to the operation of the Section and the accomplishment of strategic business objectives of the Division. Participates in Caltrans process improvement teams and completing the staff work required to develop integrated solutions that meet customer and statutory requirements. 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 serve in a lead capacity, providing technical guidance or training to other accounting staff.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of accounting systems and budget processes; broad knowledge of financial reporting requirements, funding sources, and the complex cost structure. Knowledge of the State Administrative Manual, Generally Accepted Accounting Principles, Government Code, statutes and other legal requirements governing the Department. In-depth knowledge of financial reporting requirements, the budget cycle, Caltrans Programs, funding sources and cost structure.

The ability to exercise a high degree of independence in completing required duties. The ability to apply analytical skills and draw sound conclusions. The ability to understand and interpret legislative changes; prepare comprehensive and concise reports; reason logically and creatively; plan and organize workload and projects; and the ability to become proficient ad-hoc reports.

This position requires good interpersonal and communication skills (both written and oral presentations). The ability to demonstrate initiative and be able to manage multiple priorities. The ability to work independently and collaborate in a team environment to accomplish section goals. The ability to maintain positive working relationship with team members and customers.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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

PUBLIC AND INTERNAL CONTACTS

This position involves extensive contact with the Department's Program staff, Budget staff and Accounting staff at the working and management level to resolve budgetary overruns and erroneously charged expenditure. Also involves contact with representatives from state control agencies other state Department and the public.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit or stand 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 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. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 am and 4:30 pm. Flexible schedules may not be

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available based on business needs of the organization. Overtime may be required, and vacations may be restricted, during peak times and fiscal year-end closing (July through end of August). Employees may be required to travel in state, but the travel it is not very frequent.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff in their positions long enough to develop some expertise before transferring.

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