

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Accounting Administrator I (Supervisor)	OFFICE/BRANCH/SECTION OFAA/HBAB/Service Transactions & Asset Reconciliation	
WORKING TITLE Section Chief-Service Transaction and Asset Recon Section	POSITION NUMBER 800-091-4549-xxx	REVISION DATE 12/12/2024

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 (Supervisor) is responsible for planning and organizing the workload of the Service Transaction and Asset Recon Section. The incumbent will direct and evaluating professional staff engaged in complex fiscal accounting activities for Caltrans funds and asset general ledgers. The incumbent provides statewide direction to various departmental organizations and coordinates with external agencies to ensure compliance with budgetary and fiscal reporting requirements. Provides leadership and direction for capitalized asset accounting, direct transfers, ICRP and Distributed Programs.

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	Job Description
30% E	Supervise professional staff responsible for posting the Department's tangible and intangible property into the Department's General Fixed Asset Account Group, which includes capitalization of fleet and non-expendable equipment and Governmental Accounting Standards Board (GASB) reporting for Infrastructure Assets and Land & Buildings. Provides management support, ensures general ledger accounts are reconciled, and ensure the year-end financial statements (Rpt. 18 and 19) are prepared accurately and timely.

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20%	E	Plan and organize section workload to set priorities. Responsible for developing and managing work plans to accomplish section goals and strategic objectives. Review and evaluate completed staff work and provide feedback to staff. Conduct hiring, training and evaluating staff work and implementing plans for continuing professional development.
15%	E	Supervise staff responsible for development of the annual Indirect Cost Rate Proposal (ICRP). Analyze indirect costs by Program and evaluate report criteria and ICRP methodology. Provide oversight for the development of rates due to Department of Finance and Federal Highway Administration for annual approval.
10%	E	Supervise staff responsible for direct transfer invoices processed by State Controllers Office. Staff work includes analysis analysis of inter-agency invoices and reconciliation of the State Controllers Office journal entries to record cash and expenditure transactions in Advantage. Ensure the coding matrix is maintained and updated annually.
10%	E	Supervise staff responsible for Distributed Programs (Equipment and Administration), which includes the analysis of budget to actual, posting distributions to user programs and monitoring financial activity.
10%	E	Supervise staff responsible for Advantage inbound interface with IMMS and WSVS. Serve as the owner and Accounting liaison to IT and the Maintenance Program. Collaborate to evaluate the interface program and business needs, clarify requirements and modify interface programs to meet Caltrans business needs and statutory requirements. Responsible for correcting rejected documents (CHI) to post material usage to projects.
5%	M	Perform special assignments directly related to branch/office operations or the completion of strategic objectives of the Division of Accounting. 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

Supervises several professional accounting staff engaged in the above activities.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the GAAP and GASB statements and the reporting cycle of the State of California and the Department of Transportation.
- Knowledge of governmental budgeting, accounting, reporting and auditing.
- Knowledge of principles of public administration, fiscal management, organization and personnel management.
- Knowledge of office methods and procedures, statistical methods, and principles of automated data processing systems.
- Ability to set priorities to meet strict reporting deadlines and communicate effectively to guide the work of professional staff.
- Ability to listen and to give/receive feedback appropriately
- Ability to maintain cooperative work relationships with stakeholders, co-workers, staff, executive management, customers and audit staff.
- Ability to prepare comprehensive reports and maintain manuals of accounting procedures.
- Ability to think creatively, analyze data and draw sound conclusions.
- Ability to speak and write effectively. This includes the ability to plan and facilitate productive meetings/webinars or training.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to understand and interpret legislative/policy changes, evaluate the impact to business processes and make sound recommendations.

The incumbent 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.

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5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Responsible for statewide control of fiscal transactions relating to various Departmental asset, expenditure and cash general ledgers. Prepares reconciliations and consolidated financial statements involving coordination with Caltrans Programs/Districts and State Controller's Office. Errors in judgment could place the Department in violation of constitutional and statutory requirements for the use of revenues, expenditures and appropriations. Inadequate direction for fiscal year-end closing may impact the preparation of accurate and timely financial statements – placing the Department in violation of statutes for 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

This position makes frequent contact with executive management and operational personnel of various Caltrans Programs/ Divisions, the State Controller's Office, Department of Finance, California State Auditor, State Treasurer's Office, Federal Highway Administration, local agency partners and various audit staff.

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 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 a single workstation cubicle. 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, but the travel is infrequent.

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

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