

POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

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| CLASSIFICATION TITLE Associate Accounting Analyst | OFFICE/BRANCH/SECTION Division of Accounting/OFAA/STARS Section | |
| WORKING TITLE Associate Accounting Analyst | POSITION NUMBER 900-081-4888-XX | 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 direction from an Accounting Administrator I (Supervisor), the Associate Accounting Analyst exercises a high degree of independence in completing required complex and difficult accounting assignments. Uses knowledge of in-depth financial reporting requirements, the budget cycle, Caltrans Programs, funding sources, and cost structure to complete assignments. The Associate Accounting Analyst independently performs the most complex analytical and advisory accounting duties associated with the capitalization of Caltrans assets; analyzes and distributes Admin Program costs to Caltrans support programs by fund and appropriation; and performs monthly reconciliation of direct transfer invoices from other agencies.

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 - Engagement)

TYPICAL DUTIES:

| Percentage | Job Description |
|---|---|
| Essential (E)/Marginal (M) ¹ | |
| 35% E | Analyze accounting data to determine if asset capitalization criteria are met, identify and resolve issues related to the accurate accounting, and report of the department's fixed assets. Collaborate with various programs and use Info-Advantage reports to assess whether different asset categories should be capitalized. Post completed asset values to the appropriate inventory subsystems. Develop, maintain, and reconcile Access databases for various asset categories. |

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| 30% | E | Develop the cost distribution methodology for Admin Distribution to analyze budget data within specific object codes in determining the distribution percentages for personal services and operating expenses. Review program coding structures on AMS projects and update funding profiles to reflect the current distribution percentages. Use the Info Advantage reporting tools to extract expenditure and encumbrance data for Administration Program 50.10 and distribute these costs monthly to Caltrans' support programs by fund and appropriation. |
| 15% | E | Review and analyze financial documentation and records Direct Transfer payments and maintain coding matrix for assigned districts. |
| 15% | E | Perform monthly general ledger reconciliations, prepare Schedule IIIs, and assist in the preparation of financial statements for departmental funds in accordance with generally accepted accounting principles (GAAP). Analyze asset accounts to ensure compliance with reporting requirements and ensure that financial statements are prepared accurately and on time. |
| 5% | M | Perform complex special assignments related to the operation of the Section or strategic objectives of the Division of Accounting; provide InfoAdvantage ad-hoc training to Section employees on the costs of non-expendable equipment, fleet equipment, services and supplies ordered from other State agencies. May involve participation in process improvement teams. 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. However, may act in a lead capacity, provide technical direction, guidance or training to team members or customers / stakeholders.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Comprehensive knowledge of accounting principles and auditing practices and the ability to apply them in a governmental accounting environment. A thorough knowledge of internal control and practices.

The ability to analyze routine to complex accounting issues and other information and draw sound conclusions and decisions to ensure proper accounting transactions. The ability to acquire knowledge of the current accounting system and interpret the related reports and procedures is mandatory.

Proficient with the Access Database application.

The ability to work independently with a minimum of supervision in carrying out assigned duties and responsibilities; analyze complex financial data, research and analyze data, draw sound conclusions, and develop an effective course of action including alternatives upon which to base valid decisions.

The ability to express complex ideas and information clearly, concisely, and logically, both orally and in writing, to management, supervisors and employees. Develop and maintain good working relations with groups and individuals during the course of work. Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Inaccurate analysis and errors in accounting transactions can impact the integrity of management accounting reports, trial balances, federal reimbursement programs and the financial statements. In addition, errors in judgment may jeopardize the safeguarding of the Department's assets.

Employees 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.:

PUBLIC AND INTERNAL CONTACTS

Considerable contacts in person and by telephone with departmental staff, other State agencies and the public is necessary. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. Must handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

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

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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. Working hours will be set sometime between 6:00 a.m. and 5:00 p.m. Flexible schedules may not be 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.

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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