

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION OTSS/URFAB/Fiscal Analysis Section	
WORKING TITLE Associate Accounting Analyst	POSITION NUMBER 900 081 4588 XXX	REVISION DATE 12/13/2024

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, this Associate Accounting Analyst is responsible for the review/reconciliation of the Department's Office Revolving Fund and the review of current practices to ensure compliance with departmental and state policies. The Associate Accounting Analyst is responsible for the analysis and monitoring of various Office Revolving Fund activities. The Associate Accounting Analyst will act as lead over several Accounting Officer/Accountant Trainees.

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)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Cultivate Excellence - Innovation)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (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 - Innovation)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence - Engagement, Innovation)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Engagement)
- **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)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Cultivate Excellence - Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	Review the reconciliations for the Office of Revolving fund (ORF), the Draft Purchase Order account, and the Escheat Revenue account. Create, analyze, and distribute the monitoring reports for outstanding ORF advances and ORF clearing accounts. Conduct research and analysis of supporting documents, take corrective actions and follow-up on the corrective actions. Act as the point of contact for activities related to ORF.
30% E	Serve as the database administrator over the Gateway ORF database related to the State Controller's Office (SCO) claim cuts, SCO and State Treasurers Office (STO) stop payments, SCO return warrants inquiry and redeposits. Coordinate the entries between sections for SCO warrant redeposits.

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

20%	E	Analyze and monitor the ORF fund balance and provide approval for the large ORF disbursements. Serve as the liaison between the Department and the STO and on matters concerning ORF checks and deposits. Act in a lead person capacity and provide training as needed. Ensure deadlines are met and procedures are followed. Provide guidance to section staff and work cooperatively with co-lead persons.
10%	M	Provide backup when necessary to others in the Fiscal Analysis Section as well as management. 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

This position is a journey person specialist and does not directly supervise other employees. The accountant may act on behalf of the Accounting Administrator I in their absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of the uniform accounting system and the organization and procedures of the State of California and the Department of Transportation, and related laws, rules and regulations.

- Knowledge of accounting principles and procedures, governmental accounting, budgeting and fiscal management, principles of organization, administration, and management, principles of public administration, principles of business management, including office methods and procedures.
 - Able to analyze data and situations accurately, draw sound conclusions and determine an effective course of action, make sound decisions and recommendations in regard to accounting problems; prepare clear, complete, and concise reports.
 - Able to establish and maintain cooperative working relations with people contacted in the normal course of business.
 - Have a basic understanding of electronic data processing systems including AMS Advantage. Able to communicate with all levels of management, the public and other agencies.
 - Able to reason logically and creatively, using a variety of analytic techniques to define accounting, managerial and administrative problems and determine a course of action that will bring about a favorable conclusion.
 - 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.:
 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.
 5. All rights and privileges to access data for the undersigned can be revoked by the Caltrans Information Security Officer (ISO) if deemed appropriate to protect Caltrans' information assets. Users must take extra precautions to maintain Department employees', vendors' etc. confidentiality when accessing, or having access to, hard copy personal information such as reports, forms, personnel documents etc. Compliance with the above is required as condition of accessing computer systems.
-

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Improper decisions may have consequences that can result in a loss of revenue, improper management decisions, and non-compliance with statutory requirements. Inaccurate analysis and erroneous accounting transactions can impact the integrity of operational procedures, improper management reports, incorrect trial balances, improper use of the Revolving Fund, increased workload for other areas, improper and untimely payment of department expenditures and possible audit citations. Erroneous identification of the impact of system accounting changes could result in the expenditure of unnecessary department personnel time and funds while endangering the integrity of our accounting practices and/or automated accounting systems. Improper reconciliations could result in audit citations. In addition it could subject the Department of severe criticism from the Legislature, Department of Finance and the Federal Highway Administration.

PUBLIC AND INTERNAL CONTACTS

The employee will be in routine contact with other Caltrans personnel, (managerial and operational personnel as well as with other organizational units within Caltrans (including audits). Externally, the employee has contact with representatives of vendors

ADA Notice

For individuals with sensory disabilities, this document is available in alternate formats. For alternate format information, contact the Forms Management Unit at (279) 234-2284, TTY 711, or write to Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

and other State agencies. The employee will also have contact with the State Treasurer's Office, State Controller's Office, State Board of Control, the Department of Finance and the Department of Personnel Administration.

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.

Employees will be working under deadlines and might have to work overtime to meet those deadlines. 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 a.m. and 6:00 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.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay 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
