

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION Division of Accounting/ORSA/Advantage SWF Section	
WORKING TITLE Security, Workflow and Vendor Maintenance Analyst	POSITION NUMBER 900-081-4588-XXX	REVISION DATE 01/08/2025

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 (Supervisor), the Associate Accounting Analyst is responsible for maintaining the integrity of CGI Advantage (Consultants to Government & Industries) security, document workflow, and vendor activities. The Associate Accounting Analyst is responsible for performing complex accounting analysis of System Tables in the CGI Advantage Administration/Financial Environments. The Associate Accounting Analyst utilizes strong knowledge of the CGI Advantage system and MS Office, including Excel, Word, Visio and Power Point to complete the assigned duties.

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.

- **Managing Change:** Demonstrating support for organizational changes needed to improve the department's effectiveness; supporting, initiating, sponsoring and implementing change. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **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. (Strengthen Stewardship and Drive Efficiency - 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **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. (Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Strengthen Stewardship and Drive Efficiency - Engagement, Integrity)
- **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. (Advance Equity and Livability in all Communities - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
20% E	Analyze and maintain accounting controls required by the State Controller's Office centralized control accounting system. Maintain CGI Advantage Security Role Assignments. Monitor statewide system access and grant user login capability and navigational rights. Create and modify Security Roles for functional business areas. Maintain and update Security Tables in the CGI Advantage Administration and Financial Environments. Prepare and document security modifications/updates.

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20%	E	Evaluate and maintain internal controls; establish and maintain liaison with operating managers to ascertain their need for accounting data, to identify changes in the operating programs which affect the accounting operation, to identify possible ways of using accounting data for management purposes and to encourage a greater use of accounting data. Maintain CGI Advantage Workflow Role Assignments. Create and modify Workflow Roles for functional business. Monitor the routing of CGI Advantage documents for review and approval. Using the State Controller's Office Fund Certification Letter, grant user access to budgetary roles/sensitive information and associated features. Prepare and document workflow modifications/updates.
20%	E	Establish and/or approve Vendor Table entries, which involves the establishment of new vendor records, making revisions to the existing vendor records and subsequent verification of the entry in the system. This may involve contact with vendor and Caltrans employees to ensure that information is accurate and validating that the information submitted is legitimate to reduce fraudulent information being introduced into the accounting system. Responsible for the Electronic Funds Transfer (EFT) accounts.
15%	E	Maintain and develop CGI Advantage Security and Workflow (SWF) and Vendor reports and documents. Generate the SWF Assignment Report (SWAR) using TOAD and Excel to analyze users' roles and ensuring the validity of assigned roles and units. Provide periodic SWAR to Supervisors/Managers and Gatekeepers, statewide, for their review. Update recommended changes. Generate vendor reports for analysis and update changes per policies and procedures. Develop and maintain forms, spreadsheets and flowcharts using Microsoft Office. Maintain weekly Separated Employee Report and remove users' roles as necessary. Monitor SWF and Vendor group email accounts.
10%	E	Provide CGI Advantage Security and Workflow (SWF) support statewide. Create Information Technology (IT) Snow Tickets to assist new users with initial LDAP Configuration. Assist statewide users with Security and Workflow system issues and provide analysis of documents locked in the Worklist Administration. Perform test and analysis in Advantage DEV and FYE environments prior to implementation of Security and Workflow Roles in the CGI Advantage Production Environment. Provide and coordinate statewide webinars and training. Lead and participate in meetings and presentations. Create and maintain CGI issues for functional business areas. Reset user accounts.
10%	E	Responsible for establishing the Utility table in Advantage (UAPRO). Uses knowledge and understanding of how the Table relates to the accounting template, accounting profile, and vendor table to determine proper setup and resolve issues and errors. Ensure the UAPRO table is set up accurately and timely as the table establishes how expenditures and funding are recorded when monies are issued through the automatic payments from the Utility tapes. Make changes in accounting profiles to redirect expenditures to the proper project funding on a continual basis as notified by the Utility Accounting office.
5%	M	Maintain and update the CGI Advantage Security and Workflow website located on the Caltrans intranet. Develop desk procedures. Perform special assignments and other duties as required.

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. This position may serve in a lead capacity providing technical guidance and temporary office coverage.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Knowledge of the department's current and past accounting system and procedures.
- Knowledge of the Generally Accepted Accounting Principles.
- Knowledge of departmental missions, goals, organization, structure, and major work programs.
- Knowledge of the principles, practices, trends, and state of the art applications for Accounts Payable, Accounts Receivable, fiscal management and accounting administrative functional areas.
- Knowledge of the laws, regulations and policies of the Department, State of California and the Federal government affecting Department's administrative functional objectives.
- Knowledge of the administrative survey principles and techniques to the analysis and development of accounting and financial organization procedures.
- Knowledge of the methodology and principles of automated data processing systems.
- Knowledge of the internal control system.

Ability to:

- Apply fiscal system principles and procedures.

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- Creatively use a variety of analytical techniques to resolve complex fiscal and financial management problems.
 - Present formal and informal evaluation of issues and alternative solution proposals.
 - Advise key stakeholders, impacted program managers, executive steering committee, district directors, state control agencies, and others in developing course of action to address issues.
 - Perform effectively under rigid time constraints and pressure.
 - Communicate effectively and possess excellent interpersonal skills to maintain cooperation of those contacted and to accomplish the goals of the project.
 - Utilize program staff and consultants advantageously to effectively complete assignments and prioritize work.
 - Express complex ideas and information clearly, concisely, and logically to management, supervisors and employees.
 - Be objective and display conceptual skills to analyze complex situations and take appropriate action.
 - Work independently with a minimum of supervision, assume increasing responsibility to perform the more responsible, varied and complex technical administrative system work.
 - Develop and maintain good working relations in a team environment.
 - Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

Analytical Requirements:

- The ability to define financial problems and identify appropriate resolutions.
- The ability to apply accounting principles and procedures.
- The ability to display high level of expertise to analyze situations accurately and adopt an effective course of action.
- The ability to make sound and cost - effective decisions and recommendations in regards to professional accounting issues.
- The ability to identify issues or conflicts in internal financial policy process and develop means of resolution.
- The ability to coordinate with key stakeholders, impacted program managers, and other in developing appropriate course of action to address issues.
- The ability to work cooperatively and negotiate resolutions to issues; accomplish goals by finding common ground or consensus.
- With general supervision or review, and based on logical and creative analysis makes routine to complex decisions and provides advice to departmental managers, supervisors and employees on difficult management and accounting problems.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for decisions, actions, and consequences related to security and workflow for CGI Advantage. Errors can adversely affect team efforts and prevent the team and the Department from achieving desired results.

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 the Act will result in disciplinary action, up to and including termination of employment.

PUBLIC AND INTERNAL CONTACTS

Confer with all levels of departmental management and personnel within the Department, other state agencies, local entities and the Federal Highway Administration. 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 required to move large or cumbersome reports from one location to another. Some filing is required. 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 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 but travel is not very frequent. Regular and punctual attendance is required.

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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
