

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION ORSA/FSMB/DMS	
WORKING TITLE Data Management Operations and Reporting Analyst	POSITION NUMBER 900-081-4588-XXX	REVISION DATE 03/11/2025

As a valued member of the Caltrans team, you make it possible to improve lives and communities through transportation.

**GENERAL STATEMENT:**

Under the direction of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst is Independently responsible for providing technical assistance to Departmental programs and Accounting staff regarding CGI Advantage (Advantage) and the Advantage Reporting System (infoAdvantage) requirements that are tied to the Business Processes and Policy requirements to ensure accuracy, high performance, and data and system integrity. The Associate Accounting Analyst must be proficient in Microsoft applications including Excel, Word, PowerPoint and Outlook.

**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. (Safety - Collaboration, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity, Climate Action - People First)
- **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. (Employee Excellence - Integrity, Pride)
- **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. (Employee Excellence - Collaboration)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Safety, Employee Excellence - Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Prosperity - Stewardship)
- **Influencing Others:** The ability to gain the support of others for ideas, proposals, projects and solutions. (Employee Excellence - Collaboration, Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Integrity, Pride)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Prosperity - Collaboration, Integrity)

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
35% E	Independently responsible for maintaining and updating the Advantage tables to ensure financial records are updated accordingly for accurate financial reporting. Manage the maintenance and operation of Advantage to ensure accuracy and high performance through various applications and system modifications. Collaborate with the Department Programs and Divisions to maintain coding consistency between the new Advantage coding structure and their respective sub-systems and Interfaces. These activities include the Dual Maintenance requirement of updating Advantage Chart of Account tables and the corresponding Crosswalks related to the respective tables and reviewing requests for changes to Advantage tables. Analyze, review and submit the Advantage Batch Jobs such as Daily Disbursement Printing, Reclassification Processes, System Assurances, and System Utility Maintenance. Maintain and update the Advantage Calendar.

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 01/2025)

25%	E	Independently Research and perform analysis of Advantage problems such as, System Errors, Document Error Messages, and Security Error Messages. Act as liaison with Advantage IT to determine the solution for these problems. Prepare, analyze, and resolve SNOW Tickets. Create CSG Issues, when necessary. This requires an advance level of understanding of the Caltrans coding structure and accounting procedures/processes.
25%	E	Act as a statewide liaison for financial reporting. Provide and coordinate infoAdvantage training. Develop and update training materials and update the infoAdvantage website. Travel may be required. Perform testing in infoAdvantage for changes/updates to Advantage to ensure the reporting system is representative of the Advantage accounting data. Act as a lead/participant in meetings, presentations, and teleconferences. Create and maintain statewide reports for Advantage Ops Public Folders. Process requests for access to infoAdvantage reporting. Generate historical ad hoc reports from the legacy systems such as, TRAMS/FiDO, for users throughout the department with a need for historical financial information. This requires an advanced level of reporting skills as well as an understanding of the historical accounting system, coding structure and accounting processes. Generate reports from Tool for Oracle Application Developers (TOAD) using scripts for accounting users with a need for data research and analysis of financial information. This requires an understanding of TOAD database, tables, indexes, and stored procedures. Consult with management and other functional units statewide to assess their financial needs and develop detailed reports. Generate ad hoc reports from infoAdvantage to satisfy requests from users throughout the Department. This requires an understanding of Caltrans accounting data and document flow through Advantage.
10%	E	Perform, coordinate and plan Year End Closing Activities such as Open Activity Lapse, Open Activity Roll, Contract Roll and Annual Close listed in the Year End Critical Date Matrix to ensure automated year end closing processes are completed timely and accurately.
5%	M	Perform special assignments, such as providing consultation and training to section staff, developing desk procedures and user instructions, ensure Advantage operates smoothly and assist other sections with functional problems. Serve on Departmental process improvement and operational teams. Perform other job-related duties within the scope of the classification as assigned.

<sup>1</sup>ESSENTIAL 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 does not supervise other employees but act a lead person over other accountants and is directly involved with staff training and development. In addition, the incumbent will act on behalf of the Accounting Administrator I in his/her absence.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of the Department's current and past accounting system and procedures.
- Knowledge of the 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 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 word processing software such as Excel, Word, PowerPoint and Visio.
- Knowledge of customer services and customer supports principles in an Accounting and Information Technology (IT) environment.
- Knowledge of problem solving techniques and processes.
- Knowledge of Advantage, infoAdvantage, and the Data Warehouse reporting tool.
- The ability to creatively use a variety of analytical techniques to resolve complex financial system issues.
- The ability to identify problems include cause and effect to ensure problems are properly addressed.
- The ability to identify solutions to various environment related problem.
- the ability to communicate effectively and possess excellent interpersonal skills to maintain cooperation of those contacted and to accomplish the goals of the project.
- The ability to utilize program staff and consultants advantageously to effectively complete assignments and prioritize work.
- The ability to express complex ideas and information clearly, concisely, and logically to management, supervisors and employees

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

- The ability to be objective and display conceptual skills to analyze complex situations and take appropriate action.
  - The ability to work independently with a minimum of supervision, assume increasing responsibility to perform the more responsible, varied and complex technical administrative system work.
  - The ability to develop and maintain good working relations in a team environment.
  - The ability to be flexible, persuasive, tactful and effective in imparting complex information and changing opinions to achieve desired results
  - The ability to analyze and evaluate data and information to formulate conclusions and course of action.
  - The ability to provide technical assistance to resolve issue and/or problem.
  - The ability to apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; and make sound and cost-effective decisions and recommendations regarding professional accounting issues.
  - The ability to make routine to complex decisions and provides advice to departmental managers, supervisors and employees on difficult management and accounting problems Without detailed supervision or review and based on logical and creative analysis.
- 

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position is responsible for the operation and documentation of the financial systems for the Department of Transportation. Improper decisions could result in loss of revenue, improper management decisions, inaccurate financial reporting, incorrect budgetary decisions, and non-compliance with statutory requirements. In addition, it could subject the Department to severe criticism from the Legislature, Department of Finance, and the Federal Highway Administration.

---

### 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 with single cubicles. Working hours will be set sometime between 6:30 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 travel is not very frequent.

---

#### ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

---

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

---

---

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at [Forms.Management.Unit@dot.ca.gov](mailto:Forms.Management.Unit@dot.ca.gov).