

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE Associate Accounting Analyst	OFFICE/BRANCH/SECTION DofA/OFAA/Special Legislation Funds Section	
WORKING TITLE Associate Accounting 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 an Accounting Administrator I (Supervisor), the Associate Accounting Analyst is responsible for independently providing full accounting and financial services, performs highly complex analytical duties and has responsibility for the budgetary and financial reporting activities of the Department of Transportation Funds (Governmental Cost and Non-Governmental Cost). Duties include accurate recording, reconciliation and reporting of accounting general ledgers and appropriations within the funds assigned while maintaining the proper internal controls. This position requires an understanding of the entire State Fund Accounting process along with the ability to use the necessary computer applications such as Excel, Work, Microsoft Outlook, PowerPoint and Advantage system.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Innovation, Stewardship)
- **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. (Equity, Prosperity, Employee Excellence - Equity, Integrity, People First)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, Stewardship)
- **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. (Safety, Equity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Collaboration, Integrity, People First, Pride)
- **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. (Safety, Employee Excellence - Collaboration, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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40%	E	Independently responsible for recording, analyzing and reconciling accounting data for all general ledger accounts and appropriations of the assigned Transportation Fund(s). Specifically, it includes monitoring the allocated budget amounts at Appropriation and Fiscal Year level, Project level, Program/Element/Component level. Monitor encumbrances, expenditures, revenue, transfers in and out on a daily basis, making necessary adjustments when overruns occur. Review reporting requirements, analyzing entries recorded in the departments financial management system (Advantage), by gathering data and conducting analysis on various problems to ensure that generally accepted accounting principles are being followed. Monitor document flow through the automated accounting systems to ensure procedural compliance with fiscal policy to maintain consistency of data. Independently responsible for determining and taking necessary corrective action for problems identified, by contacting via email or phone the budget office, districts program, project managers, controlling agencies and other accounting areas and follow through to assure all issues are resolved in a timely matter. Perform as a backup for the section during vacancies and on a need basis.
30%	E	Independently perform other budgetary and fund accounting responsibilities which include; preparation of transfer letters under the Plan of Financial Adjustment; accounting for cash transfers and receipts from the State Controller's Office; implementing cash management and forecasting skills to monitor cash and appropriation balances; developing processes as needed to improve controls and fund management; and/or other projects and assignments including, but not limited to legislative bill analysis. Gather information and prepare management reports on a need basis. This requires communicating and working with the Divisions and Program staff at all levels to meet departmental needs. Independently research and provide information to state auditors timely, accurately and expeditiously.
15%	E	Independently perform the more complex analytical tasks and fiscal activities related to ensuring departmental compliance with State/Federal rules and regulations, and any legal obligations of the Department. This include performing all required reconciliations and reports for assigned funds/accounts on a regular basis per the State Administrative Manual, Uniform Codes Manual, Departmental policies, California Transportation Commission Vote, Accounting policies and other legislative statutes.
10%	E	Independently perform the fiscal year-end closing of accounts/funds and prepares the respective financial statements (cash and/or modified accrual basis) and all required reports for the State Controller's Office, Detail Fund Balance Reports for the Department of Finance, Generally Accepted Accounting Principles reporting to SCO, Federal Highway Administration (FHWA) expenditure and revenue reporting to FHWA and Bond reporting to the State Treasury Office.
5%	M	Assist with or take lead on any special projects as assigned and stay abreast with all current fiscal policies and procedures in order to advise management and perform duties through adherence to all State guidelines, laws, rules and regulations, including Management Memos, Budget Letters, Deputy Directives and Director's Policies, etc. During supervisor's absence, provides coverage for the section by attending meetings, respond to requests and inquiries timely, disseminate information to the section as appropriate and update the supervisor upon their return. 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

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

- Thorough knowledge of the accounting principles and procedures.
- Understanding of the State's uniform accounting system and financial organization and procedures; policies, rules, and regulations of the Legislature, State Controller, Department of Finance, State Treasurer, and other State Control Agencies as they relate to Department's financial management activities and its mission.
- Knowledge of the Department's accounting system (Advantage), understanding of the Department's budget process, and familiarization with the Department's Accounting Manual, State Administrative Manual, Uniform Codes Manual, Government Codes, statutes, and other legal requirements that govern the Department.
- The ability to communicate effectively, both orally and in writing, to both working and management levels.
- The ability to analyze data and draw sound conclusions using statistical methods and applying accounting principles and practices; to identify trends and make projections; to adopt an effective course of action and make recommendations and sound decisions; and to determine the effects on accounting operations caused by changes to laws, statutes or policies that govern the Department.

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- The ability to determine the validity of data in the automated accounting system (Advantage) and how this data relates to the Department's budgetary process.
- The ability to analyze problems and make decisions as to how to correct problems expeditiously; the ability make decisions as to what data to select, which key items are most meaningful in reports prepared for management, best manner in which to select and present results, and what support should be necessary and made available for data used.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Critical analyses of accounting transactions are required of this position to ensure the Department's financial operations are not jeopardized. The individual is responsible for evaluating proposed use of the funds to ensure compliance with existing policies and procedures and to ensure that the Division of Accounting's spending levels do not exceed its allocated resources. Errors in judgment could place the Department in violation of legislative, judicial, or statutory constraints regarding the expenditure of departmental funds. This position is responsible for preparing the fiscal year end financial statements and reports of the assigned fund(s). Erroneous information could result in improper disclosure of the assets, liabilities, and fund balance to interested parties.

PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with departmental fiscal and budgetary personnel at both the working and management levels. The purpose of these contacts is to resolve problems or develop processes relating to the various departmental accounts and/or processes. Outside the Department, communicates with personnel of the State Controller's Office, State Treasurer's Office, Department of Finance, Bureau of State Audits, and Legislative Analyst to ensure the proper accountability of the funds at all levels.

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 workstations within a 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, however the travel it is not very frequent. As critical activities require timely attention, it is essential that the incumbent maintain regular and punctual attendance. May serve in a lead capacity providing technical guidance and temporary office coverage.

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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