

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Accounting Administrator II	OFFICE/BRANCH/SECTION Office of Receivables, Systems and Administration	
WORKING TITLE CHIEF, FISCAL SYSTEMS MANAGEMENT BRANCH	POSITION NUMBER 900-081-4542-XXX	REVISION DATE 03/26/2025

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 general direction of the Chief, Office of Receivables, Systems and Administration, the Accounting Administrator II is responsible for managing the Data Management Section, and the Security and Workflow Section. This responsibility includes directing, planning, organizing and evaluation a professional staff engaged in comprehensive fiscal activities involving statewide controls and accountability over the Department's financial system.

**CORE COMPETENCIES:**

As an Accounting Administrator II, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence - Engagement, Integrity)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Equity, 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. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Strengthen Stewardship and Drive Efficiency - Innovation)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Strengthen Stewardship and Drive Efficiency - Innovation)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

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35%	E	Work with IT representatives in managing the maintenance and operation of the Advantage system, including: Change Requests, system patches, interaction with software providers, user notifications, and changes in availability. Participate in application sharing sessions between the software providers, IT representatives and system users. Work with IT representatives in managing the deployment, system maintenance, bouncing, refreshing, integration and processing. Manage the oversight of the system's nightly cycle, day processing jobs, and month-end and year-end processes. The incumbent works with IT to create the schedule of activities for each month that configure, monitor and control nightly cycle jobs. Verify that the monthly schedule is executed, monitored, analyzed and altered to ensure optimum system performance. Ensure that day processing jobs are run as scheduled or on demand according to functional needs. Update the Data Management portion of the Division of Accounting website. Update, monitor, and troubleshoot approximately 300 data tables in the Advantage system. Ensure that the Data Management Section works closely with functional owners and IT contacts to update, modify, correct, and document core system tables. Verify that mechanisms are developed, deployed, modified and monitored to maintain the accounting system data tables. Ensure that requests from functional accounting units and other customers are documented, analyzed and integrated.
30%	E	Develop, deploy, modify, monitor and maintain security and workflow mechanisms. Manage the investigation and resolution of possible problems with security and workflow related processes. Facilitate, coordinate and network with partners such as IT, District and Program managers, consultants, special purpose groups, and functional managers. Manage participation in live conferences, app shares, testing, monitoring, and priority setting tasks. Process requests for security and workflow changes and additions. Resolve problems and issues from users. Security and workflow include daily, updates of change logs, system documentation, and flowcharts. Security and workflow request forms are processed as received. Quarterly updates include, website references, security and workflow roles, codes and related documents, role assignment reports workflow criteria templates, flowcharts and Caltrans user ID identifier reports. Security roles are compared and reconciled with the Fund Certification Letter from the State Controllers' Office each month. Update the Security and Workflow portion of the Division of Accounting website. Manage the development and deployment of Security and Workflow related system changes. This includes working closely with Accounting and IT staff to: plan, monitor, execute and complete change requests, ServiceNow (SNOW) tickets, Change Requests and CGI issues.
20%	E	Manage the supervision of year-end operational processes. This includes working closely with Accounting and IT staff to plan, monitor, execute and complete the automated year end and annual close processes. Year-end operational processes includes working closely with Accounting and IT staff to plan, monitor, execute and complete the automated year end closing processes.
10%	E	Perform special assignments and projects as required. Special assignments include such activities as Business Plan development, orientation for functional user and outreach efforts in support of Division and Department goals. Special projects include reviewing legislation, creating training materials for end users, accounting manual updates, establishing baselines for operating schedules working with internal and external focus groups, and activities to resolve management issues. Special assignments include clearinghouse roles for CGI Issues, IT Change Requests, and SNOW tickets.
5%	M	Provides for the ongoing monitoring of production, quality control, effectiveness of procedures to ensure operational efficiency and achievement of the Department's Strategic Plan and the Division of Accounting's Business Plan. Performs 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**

Supervises a large staff of predominantly professional staff engaged in the above activities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Understanding current state of the are electronic data processing software systems, including Oracle based job processing, SQL language based software such as "TOAD," remote data storage configurations, input and output platforms and data universes, and subsystem interface translations between disparate applications.

Experience operating and managing the operation of Advantage software applications, including Accounting, Budgeting and

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Procurement applications. The ability to communicate with users from various disciplines and perspectives throughout the Division of accounting and Department wide. The ability to make effective and appropriate recommendations to executive management concerning the resolution of complex data processing issues.

Ability to understand and interpret financial policy; to make sound decisions and recommendations on financial matters; communicate effectively with all levels of management; to direct the work of others; to establish and maintain cooperative relationships with representatives of public and private agencies, to speak and write effectively; and to be able to effectively select, train and evaluate employee performance.

Ability to reason logically and creatively, utilizing a variety of analytical techniques to define accounting, managerial, administrative and systems problems and determine a course of action that will bring about a resolution. The ability to analyze data, and develop and evaluate alternative proposals.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This function is essential for the integrity of the financial information upon which the entire Department relies. Faulty decisions and recommendations could result in distorted financial statements, improper management decisions, loss of revenue and federal reimbursement, embarrassment to the Department, and a breakdown in the integrity of the financial system.

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### PUBLIC AND INTERNAL CONTACTS

The incumbent will have frequent contact with managerial and operational personnel as well as with other organizational units within Caltrans including internal audit personnel. Public contact may include audit personnel, private consultants and control agencies. May also have contact with representatives of vendors, financial institutions, other State agencies, and various local agencies.

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### 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 on location to another. Employees must be able to concentrate and meet strict deadlines at times. The duties of this position require interaction with many people; it is important that the employee works with other in a cooperative manner.

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### 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 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 occasionally be required to travel in state, but the travel is not very frequent.

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.

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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.)

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.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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