

**POSITION DUTY STATEMENT**

PM-0924 (REV 04/2021)

CLASSIFICATION TITLE <b>Accounting Administrator III</b>	OFFICE/BRANCH/SECTION Office of Commodity & Contract Payables	
WORKING TITLE Chief, Office of Commodity & Contract Payables	POSITION NUMBER TBD	EFFECTIVE DATE TBD

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 administrative direction of the Chief, Division of Accounting, the incumbent provides management direction to the department's contract, purchase order, can Cal-Card payable functions through subordinate supervisors. This is a comprehensive statewide program, which involves analysis of complex multiple funding/budgetary controls to ensure the propriety of a large volume of varied payments in excess of several billion dollars annually. The accounts payable functions overseen by the incumbent include payments to vendors under contract with the Department. In administering this major program, the incumbent will plan, organize, and direct a large number of professional staff.

**CORE COMPETENCIES:**

As an Accounting Administrator III, 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, Equity, Innovation, Integrity, Pride)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **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 - Engagement, Equity, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, 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. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Vision and Strategic Thinking:** Communicates the "big picture". Models the department's Vision and Mission to others. Influences others to translate vision into action. Future oriented, and creates competitive and break through strategies and plans. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)
- **Managing Performance:** Responsible for employee performance, setting clear goals and expectations, tracking progress against departmental and unit goals, providing feedback, and addressing performance issues promptly. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Innovation, Integrity, Pride)

**TYPICAL DUTIES:**

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

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60	E	Plans, organizes, and directs a large predominately professional staff engaged in performing varied accounting functions of the Department's centralized accounts payable functions. These functions are responsible for processing thousands of payments to vendors annually ensuring that payments are made accurately, on a timely basis, and pursuant to the State's Prompt Payment Act; ensuring proper payments, expenditures are accurately recorded, and encumbrance liquidation transactions are accurately recorded in the Department's financial management system.
25	E	Exercises financial knowledge, experience, and judgment in managing a large and comprehensive accounts payable program to ensure Departmental management needs are met, the program has financial integrity, and compliance with statewide policies, procedures, and Generally Accepted Accounting Principles.
10	E	Provides for the ongoing monitoring of production, quality control, effectiveness of procedures, use of resources to ensure operational efficiency and achievement of the Department's Strategic Plan and Division of Accounting's Business Plan.
5	M	Represents the Department in major management issues involving accounts payable operations with State agencies, banks, vendors, and Departmental, State, and Federal auditors.

<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 number of professional staff.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

The incumbent is required to have thorough knowledge of generally accepted accounting principles, federal, state, and local uniform accounting procedures that apply to government processes, and an understanding of auditing standards. Must have thorough knowledge of cost principles, applicable to federal projects and/or grants, required by federal and state policy and statute for both direct and indirect costs. Must have comprehensive knowledge of state fiscal policy and requirements, the department's budget development and fiscal processes, federal regulations, and the Local Assistance policies and manuals. Must be able to plan, organize and direct the work of others; reason logically and creatively and utilize a variety of management and analytical techniques to resolve problems. The incumbent must be able to communicate effectively, both orally and in writing, with organizational managers and staff. The incumbent may be required to conduct training sessions to both internal and external customers on fiscal matters. Must be able to analyze situations accurately and adopt an effective course of action.

The incumbent 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.
6. 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 and all file and report information at Caltrans.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision could result in placing the Department in violation of state, Department and other relevant policies and governing rules and laws as they relate to Personnel management and financial activities the incumbent is responsible for.

PUBLIC AND INTERNAL CONTACTS

The incumbent confers with managers and key staff of the Department, state control agencies, federal government, local government, and the vendor community.

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 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 the travel it is not very frequent. Regular and punctual attendance is required.

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