

CLASSIFICATION TITLE Senior Accounting Officer, Specialist	OFFICE/BRANCH/SECTION OPA/Local Program Acctg & Fed Reimbursements/LPN	
WORKING TITLE Senior Accounting Officer, Specialist	POSITION NUMBER 900-081-4567-XXX	REVISION DATE 10/24/2025

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

GENERAL STATEMENT:

Under general general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) independently performs the more difficult accounting duties associated with financial cost accounting transactions, which require a broad understanding of Caltrans' accounting procedures, functions, multiple fund types, accounting systems, federal and state regulations, and the Local Assistance programs.

CORE COMPETENCIES:

As a Senior Accounting Officer, Specialist, 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. (Employee Excellence - Innovation)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Innovation)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Employee Excellence - 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. (Employee Excellence - Innovation, Integrity)
- **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. (Employee Excellence - Innovation, Integrity)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Employee Excellence - Innovation, 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. (Employee Excellence - People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Employee Excellence - Innovation, Integrity)
- **Technical Expertise:** Depth of knowledge and skill in a technical area. (Employee Excellence - Innovation, Integrity)

TYPICAL DUTIES:

Percentage Essential (E)/Marginal (M) ¹	Job Description
40% E	Monitors and analyzes allocations and expenditures for a variety of local assistance projects. Exercises a high degree of fiscal responsibility by carrying out duties in projects with a variety of moderately complex funding to ensure that Local Assistance fund certification and liquidation comply with state and federal regulations. Processes payment of invoices, certification of funds, financial aspects of cooperative agreements, program supplements, and acts as a liaison for state, federal funded Local Assistance projects. Performs significant analysis of financial data obtained from a number of sources for designated Local Assistance Programs.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

40%	E	Evaluates the quality of accounting data, internal controls, and document flow to ensure fiscal compliance for appropriate encumbrance and expenditure reporting. Researches, identifies, and corrects inconsistencies of financial data derived from Department financial management system. Communicates financial status of local assistance projects to appropriate stakeholders.
15%	E	Provides instruction to headquarters' and district engineering staff in the proper methods of accounting processes, including requirements for submitting claims for payment. Works with lead to enhance, develop and implement new accounting and financial system procedures when reviewing or improving processes. Provides training to new staff as needed. Independently completes special assignments. Researches, analyzes, and recommends solutions to management regarding complex inquiries related to Federal and State regulations, laws, internal controls, financial data, accounting and financial systems processes.
5%	M	Performs 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

This position does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Federal and State laws, rules, policies, procedures, and practices related to federal reimbursement of Caltrans' transportation programs and Department missions, goals, and organizational structure. Knowledge of the principles of effective verbal, written, and oral communication skills. The ability to research and analyze data, develop and evaluate alternatives, and prepare comprehensive and concise reports. The ability to reason logically and creatively, remain objective, display conceptual skills, analyze complex situations, and take appropriate actions. The ability to interpret and apply federal and state policies, procedure, and directives. The ability to work independently with a minimum of supervision, assume increasing responsibility, and perform the more responsible, varied, and complex technical accounting work. The ability to express complex ideas and information clearly, concisely, and logically to management, supervisors, and employees. The ability to develop and maintain good working relationships with groups and individuals; be flexible, persuasive, tactful, and effective in imparting complex information in order to achieve desired results. The ability to apply sound budgetary control skills in order to resolve complex accounting problems, independently and effectively analyze a variety of complex documents and records to determine fiscal compliance. The ability to adapt to fluctuating work assignments.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment or failure to carry out the responsibilities for the appropriate interpretation and implementation of the Department's fiscal reimbursement policies and procedures defined by legislation could result in improper disclosure of revenue and expenditures placing it in a violation of constitutional statutory constraints. 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 this Act will result in disciplinary action, up to and including termination of employees.

PUBLIC AND INTERNAL CONTACTS

Written, verbal, and oral communication with all levels of departmental personnel and governmental agencies are required to gain and maintain their confidence, cooperation, and trust. All sensitive situations must be handled tactfully, diplomatically, and effectively.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to stay in the stationary position 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 office temperature may fluctuate. Most employees will work in workstations within shared cubicles. Working hours will be set sometime between 6:00 am and 6:00 pm. Overtime may be required and vacations may be restricted during peak times and fiscal year end closing. Travel within the state may be infrequently required.

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

This position requires regular and punctual attendance.

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