

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I (Supervisor)	OFAA/FACB/Special Legislation Funds Section	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Section Chief, Special Legislation Funds Section	900-081-4549-xxx	12/01/2025

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

GENERAL STATEMENT:

Under the general supervision of an Accounting Administrator II, the Accounting Administrator I (Supervisor) is responsible for comprehensive financial accountability and reporting for various departmental funds. The incumbent provides leadership and manages the planning, coordination and evaluation of professional staff engaged in budgetary control, financial reporting and other fiscal management activities.

CORE COMPETENCIES:

As an Accounting Administrator I (Supervisor), 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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Employee Excellence - Equity, Innovation, Stewardship)
- Decision Making**: Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Employee Excellence - Collaboration, Innovation, People First, 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. (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. (Safety, Prosperity, Employee Excellence - Collaboration, 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. (Equity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Equity, Prosperity - Collaboration, Integrity, People First)
- 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 - Collaboration, Integrity, People First)
- Forward Thinking**: Anticipates the implications and consequences of situations and takes appropriate actions to be prepared for possible contingencies. Anticipates and prepares for future developments. (Safety, Employee Excellence - Collaboration, Innovation)
- 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. (Employee Excellence - Innovation, Integrity)

TYPICAL DUTIES:

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

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35%	E	Provides supervision to professional staff responsible for the financial management and reporting of departmental funds, including special revenue and bond funds. Responsibilities include reviewing fund and appropriation reconciliations with the State Controller's Office (SCO), ensuring accurate preparation and processing of financial adjustments, and directing the preparation of the annual financial statements submitted to the State Controller's Office, budgetary reports to the Department of Finance (DOF), statistical reports for the Federal Highway Administration (FHWA), and bond monitoring reports for the State Treasurer's Office (STO) and the Divisions of Budgeting and Programming. Provides direction to various departmental personnel related to Generally Accepted Accounting Principles (GAAP) and State/Federal fiscal policy associated with accounting activities. Serves as a liaison to fiscal control agencies and auditors.
25%	E	Provides supervision to professional staff responsible for managing the budgetary control process for Support, Local Assistance, and Capital Outlay appropriations for various departmental funds. Budgetary control includes financial analysis of encumbrances, expenditures, and allocations/appropriation balances, and financial reporting to departmental management on Programs that fall within the scope of responsibility. This includes understanding the fund accounting processes and relationships, ensuring staff are trained, that barriers are removed, and that staff are sufficiently directed.
15%	E	Provides supervision to professional staff responsible for the payroll variance analysis. Responsibilities include developing and monitoring the payroll reserve assessment rates. Evaluates departmental policy and legislative action impacting the payroll reserve assessment rate. Implement procedural, coding, or system changes to ensure the accounting system provides proper recording and reporting of financial information.
10%	E	Evaluates and implements process changes and/or enhancements to the accounting system (i.e., Advantage) and subsystems to address business needs for the funds. This includes analysis of Federal and State legislation as well as supporting the Department's financial activities by taking appropriate action to ensure the Department is in compliance.
10%	E	Establishes the Section's objectives and priorities in conjunction with the annual Business Plan, and implements and manages work plans to accomplish them. This includes the development of staff by assessing knowledge and skills, evaluating work load, implementing comprehensive training plans to accomplish objectives. Provides legislative bill analysis, including estimates of fiscal impact and recommendations with regard to departmental position.
5%	M	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 group of professional accounting staff engaged in the above activities.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Knowledge of the generally accepted accounting principles and financial statements preparation.
- Knowledge of and experience with governmental fund accounting, budgeting and fiscal management.
- Communicate clearly and effectively, both orally and in writing, with internal and external stakeholders while establishing and maintaining cooperative working relationships.
- Ability to plan, organize, and direct the work of professional staff.
- Ability to apply logical and creative reasoning, using management principles to resolve complex problems.
- Ability to identify and analyze the impact of legislation, departmental policies, fiscal decisions, GASB Statements, the State Administrative Manual, and Department of Finance Budget Letters on fiscal processes.
- Ability to evaluate and improve business processes, policies, and procedures to enhance efficiency and accuracy.
- Demonstrate integrity, reliability, and accountability in all work responsibilities.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

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 is 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

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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 employment.

Incumbent is responsible for department-wide control of fiscal transactions to the various departmental funds. Also responsible for the annual fiscal year-end closing of the various departmental general ledger accounts, preparation of financial statements for the Department, and coordination between internal Divisions, State Controller’s Office, and Department of Finance. Incumbent must ensure the necessary financial controls are present to provide accurate information through the detailed analysis of various budgetary and fiscal reports. Failure to carry out this responsibility could place the Department in violation of laws pertaining to the proper disclosure of assets, liabilities, revenues, and fund balance for the funds. Also, failure to ensure proper budgetary controls and reporting are in place could result in the Department expending beyond legislatively appropriated funding limits.

Incumbent must ensure the necessary internal controls are present in the accounting system and also acquire accurate information through the detailed analysis of various financial, budgetary and fiscal reports. Failure to provide accurate financial information or fiscal reports would lessen the Department’s credibility and jeopardizing the Department’s ability to carry out its mission.

PUBLIC AND INTERNAL CONTACTS

Frequent contact with executive management and operational personnel of Caltrans Programs/Divisions, the State Controller’s Office, the State Treasurer’s Office, Department of Finance, California State Auditor, Office of the Legislative Analyst, Federal Highway Administration, US Census Bureau and local agency partners.

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. The ability 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 respectful and 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. 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, and, travel is infrequent.

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
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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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