

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|                                                      |                                                                  |                             |
|------------------------------------------------------|------------------------------------------------------------------|-----------------------------|
| CLASSIFICATION TITLE<br>Associate Accounting Analyst | OFFICE/BRANCH/SECTION<br>D of A / OCCP / Service Payables Branch |                             |
| WORKING TITLE<br>Associate Accounting Analyst        | POSITION NUMBER<br>900-081-4588-xxx                              | REVISION DATE<br>08/11/2026 |

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 (AAA) independently performs the most complex accounting duties within the Service Payables Branch. The AAA monitors and processes payments related to Major Construction Contracts payments, EFT Enrollment, Stop Notices, Liens, Levies and Labor Compliance. The AAA conducts detailed audits and reconciliations, identifies and resolves payment discrepancies, takes appropriate corrective action of payment errors and act in a lead capacity over subordinate level staff.

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.

- **Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Employee Excellence - Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Employee Excellence - Integrity, 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. (Prosperity - Integrity, Stewardship)
- **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 - 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. (Employee Excellence - Collaboration, Integrity, Stewardship)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Prosperity - 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. (Employee Excellence - Collaboration, Stewardship)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Prosperity, Employee Excellence - Integrity, Stewardship)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Employee Excellence - Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

|     |   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50% | E | Monitors and processes payments of Major Constructions and tracks Accounts Receivable. Processes and tracks Stop Notice, Labor Compliance, Legal withhold, judgment, assignment, liens and levies in accordance with applicable laws and regulations. Maintains and posts records in the automated Progress Estimate Tracking System (PETS) and Advantage. Establishes, removes and re-establishes contractors for the Electronic Transfer (EFT) process. Collaborates with the Cashiering Office to ensure progress payment checks are split and deposited to the correct fund. Provides customer service to contractors, subcontractors, district/program regarding Major Constructions, Stop Notices and Legal Issues. Assists with functions related to Escrows and Progress Payments. |
| 30% | E | Audits, processes, and reconciles payments for service contracts, leases, co-op agreements, miscellaneous invoices, multi-vendor contracts and advances in accordance with the Government Code, State Administrative Manual, Departmental procedures and Prompt Payment Act. Prepares, inputs and monitors accounting transactions in Advantage. Provides customer service to vendors, districts/programs, and headquarters's personnel.                                                                                                                                                                                                                                                                                                                                                   |
| 10% | E | Provides lead direction and guidance to staff. Trains new employees by providing instructions, expert analytical advice and guidance while ensuring compliance with all applicable rules and regulations. Reviews and signs claim schedules and reviews Revolving Fund checks. Provides backup support to other leads within the unit.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 10% | M | Performs complex special assignments and analyzes and preparing detailed reports for management. Develops and updates procedures to ensure adequate control and compliance with guidelines established by UCM, SAM and Departmental policies. 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

This position does not directly supervise other employees. However, a major activity related to the position is that of being a lead person over other accountants and is directly involved with staff training and development. In addition, the incumbent will act on behalf of the Accounting Administrator I in his/her absence.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of:

- Accounts Payable processes and practices
- Department's Accounting Manual, State Administrative Manual, Government Code, statutes, and other legal requirements
- Department's financial and reporting systems, including Advantage, infoAdvantage, and Datalink
- Department's coding structure and its application in Advantage
- Microsoft Office Suite, including Excel, Word, and PowerPoint
- Customer service principles
- Completed staff work and problem-solving techniques and processes

The ability to:

- Plan, organize, establish work priorities, and interpret and assure adherence to accounting policies and procedures
- Establish cooperative working relations, make sound decisions and recommendations, and recognize critical issues and deal with them in a professional and timely manner
- Communicate effectively both orally and in writing
- Express complex ideas and information clearly, concisely, and logically
- Be organized, detail oriented, and work independently with minimum supervision
- Develop and maintain good working relationships in a team environment
- Handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

Employee to 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

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

---

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.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in judgment and decision could result in placing the Department in violation of state, Departmental 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

Communicates with all levels of departmental management and personnel within the Department, State Controller's Office, and the vendor community. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work.

---

### 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. The ability to concentrate and meet strict deadlines at times. The ability to 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. As critical activities require timely attention, regular and punctual attendance is desired.

---

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

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 |
|------------------------|------|