

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator III	Office of Financial Accounting & Analysis	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Office Chief	900-081-4545-xxx	09/02/2026

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

GENERAL STATEMENT:

Under the administrative direction of the Chief, Division of Accounting, the incumbent is Chief over the Office of Financial Accounting & Analysis and has statewide management and operational responsibility for cashiering, budgetary and appropriation controls over major funds, departmental cashflow analysis, establishing accounting and financial reporting procedures and processes for new funds, fixed asset and infrastructure accounting, and preparation of all financial statements and reports for the Department. The incumbent serves on Departmental and State task forces as the Department's management representative on issues involving financial policy. Other areas of management responsibility include maintenance and dissemination of departmental financial data and determination of fiscal impact of major legislation affecting Transportation Programs. Specific management responsibilities include establishing, issuing, and maintaining up to date policies and procedures. In addition, act as technical advisor to the Department's executive management.

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.

- Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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 - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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. (Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, 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 - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- 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. (Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Business Acumen:** Ability to perform essential functions of position with insight, acuteness, and intelligence in the applicable areas of commerce and/or industry. (Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

Percentage
Essential (E)/Marginal (M)¹ Job Description

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35%	E	Exercises statewide and operational responsibility for budgetary and appropriation controls over departmental funds and projects; provides functional management and direction in managing the budgetary control process for the Department. In this capacity, the incumbent directs a staff that is responsible to provide statewide direction to various departmental organizations; coordinates with external agencies to ensure compliance with budgetary and fiscal procedures for departmental funds; is responsible for fiscal operations which include certifying the availability of construction capital outlay funding. Provides financial data to customers; manages the Department's payroll cost and payroll variance process; and develops the Department's annual Indirect Cost Rate Proposal (ICRP).
30%	E	Exercises statewide responsibility for all accounts and funds in the Department, many of which are large and complex accounts. In this capacity, incumbent directs a staff that provides direction to departmental personnel on State procedures and Generally Accepted Accounting Principles as they relate to specific accounting activities; establishes new funds and develops related accounting procedures; performs monthly reconciliation of accounts; prepares official State and Federal financial statements and reports; provides on-going cash flow analysis to ensure adequate cash is available to meet commitments; and maintains infrastructure, fixed asset, and inventory accounting records.
15%	E	Exercises financial knowledge, experience, and judgment in managing Headquarters Cashiering function to ensure that department receipts are properly processed and deposited; and that department payroll is properly distributed in accordance with State laws and regulations. Ensures sound internal control policies and procedures are established and followed. Provides statewide functional direction for district cashiering operations.
10%	E	Represents the Department in major management issues involving contract accounts payable operations with Sate agencies, banks, vendors, and Departmental, State, and Federal auditors.
10%	M	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.

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

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 statue 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.

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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, 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. 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.

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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