

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Senior Accounting Officer, Specialist	Office of Project Accounting/HQPC & FV Branch/FV North	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Senior Accounting Officer, Specialist	900-081-4567-XXX	09/24/2026

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

GENERAL STATEMENT:

Under the general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) independently performs the more difficult Final Voucher analytical duties pertaining to the final cost accounting and reporting of Local (Federal Funded), Local (State Funded) and Capital (State Funded) projects. The Senior Accounting Officer (Specialist) responds to local project audits, manages and monitoring the Final Voucher email inbox, and ensures the safeguarding of assets and compliance with fiscal and accounting policies applicable to the position.

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.

- Flexibility and Managing Uncertainty** : Adjusts thinking and behavior in order to adapt to changes in the job and work environment. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Reliability**: Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Relationship Building**: The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Customer Focus**: Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - 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. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Analytical Skills**: Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Thoroughness**: Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Safety, Equity, Climate Action, Prosperity, Employee Excellence - Equity, Innovation, Integrity, People First, Pride, Stewardship)

TYPICAL DUTIES:

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

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50%	E	Performs duties related to the final vouchering of Local Federal and Local (State Funded) as well as Capital (State Funded) projects, including analyzing financial data from the Department's financial management system and legacy systems, interfaces, project agreements, finance letters, allocation memorandums, supporting invoices documentation and cost accounting transactions obtained from a number of sources. Reconciles expenditures to appropriate funding sources. Prepares expenditure reports that incorporates data from various financial management systems and legacy systems to prepare final vouchers, final cost summaries, multi-fund, multi-program and multi-system reconciliations. Plans workload to avoid backlogs and potential loss of project funding.
20%	E	Completes final vouchering of Local (federally funded), Local (State-funded) and Capital (State Funded) projects containing lapsing appropriations during the year-end Lapsing Appropriations clean-up, ensuring all deadlines set by the Office of Financial Accounting and Analysis (OFAA) are met.
10%	E	Manages and monitors the Final Voucher email inbox, ensuring that all necessary documents are complete and accurate before accepting a Final Voucher request package into the inventory.
10%	E	Serves as a liaison for audit activities with external auditors of cities and counties engaged to Federal and State Funded projects. Evaluates audit reports and findings for supportability and concurrence.
5%	E	Conducts monthly review of projects with status of 7D. Coordinates with the Review Desk Staff to reconcile the outstanding Statement of Final Costs reports in order to avoid losing federal funds through FHWA's unilateral de-obligation.
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

None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Have comprehensive knowledge of accounting principles and auditing practices and the ability to apply them in a governmental accounting atmosphere. Have a thorough knowledge of internal control and practices. Have the ability to analyze transactions for propriety and accuracy. Have the ability to communicate effectively.

The ability to analyze routine to complex accounting and other information and draw sound conclusions and decisions to ensure proper accounting transactions. The ability to acquire knowledge of the current accounting system and interpret the related reports and procedures.

Have the ability to work independently with a minimum of supervision in carrying out assigned duties and responsibilities; including identifying problems, researching and analyzing data, drawing sound conclusions, and developing an effective course of action including alternatives upon which to base valid decisions. Express complex ideas and information clearly, concisely, and logically, both orally and in writing, to management, supervisors and employees. Develop and maintain good working relations with groups and individuals during the course of one's work. Be flexible, persuasive, tactful and effective in imparting complex information and changing opinions in order to achieve desired results.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The consequences of poor or untimely decisions and failure to correct problems could result in non-compliance with SAM and loss of federal funds available for reimbursements.

PUBLIC AND INTERNAL CONTACTS

Considerable contact in person and by telephone with departmental staff, other State agencies and the public is necessary. Incumbent is expected to gain and maintain the confidence, cooperation, and trust of those contacted in the course of the work. The ability to handle sensitive situations with tact and diplomacy, present ideas effectively, and be a good listener.

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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. Have 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 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 5:00 p.m. Flexible schedules may not be available based on business needs of the organization. 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; however, travel is infrequent. It is expected that this position will have regular and punctual attendance as the functions performed affect the daily operations of the Cashiering Services Section. Flexible schedules may not be available based on business needs of the organization.

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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