

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Accounting Administrator I (Supervisor)	OTSS/Utility, Right of Way & Fiscal Analysis Branch/Utility Paym	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Utility Payment Section Supervisor	900-081-4549-xxx	10/12/2026

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

GENERAL STATEMENT:

Under the general supervision of an Accounting Administrator II, the Accounting Administrator I (Supervisor) supervises and leads professional staff performing highly technical accounting functions for the Department's Utility program disbursement section. The Accounting Administrator I (Supervisor) develops and implements the Departmental Payable policies for specific payable types, manages technical changes, directs special projects, responds to legislative and management changes, conducts program evaluation, monitors policy compliance and ensures the office meets its business plan objectives.

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.

- Creativity and Innovation:** Thinks beyond the confines of traditional models to recognize opportunities, seek creative solutions and take intelligent risks. (Prosperity - Innovation)
- Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Equity - 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. (Prosperity - Collaboration, Equity, Innovation)
- Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Prosperity - Collaboration, Integrity, People First, 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, Equity, Integrity, People First, Pride, Stewardship)
- Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Employee Excellence - Collaboration, Innovation, 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)
- Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Safety, Equity, Climate Action, Prosperity - Collaboration, Equity, Innovation, Integrity, People First, Pride, Stewardship)
- Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Prosperity - Collaboration, Innovation)

TYPICAL DUTIES:

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

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40%	E	Hires, trains, mentors and supervises a team of predominantly professional staff engaged in performing varied accounting functions and exercising financial controls in implementing a comprehensive Payables program. Manages and assigns workload and projects, reviews completed staff work, and provides guidance to staff. Prepares probationary reports and annual performance evaluations. Ensures the accurate processing of Utility Payables within the section's scope of responsibility, enforces compliance with applicable laws and oversees staff in reviewing and analyzing budget documents for various payable types to maintain effective financial records. Ensures accurate recording of expenditures in the Department's financial accounting system, AMS Advantage, through oversight of error correction and system/interface reconciliation.
25%	E	Provides statewide oversight and direction to ensure the accurate processing of all Utility payments through the Department's financial accounting system and related interfaces. Provides consultation, direction, and training to the District and Program offices with respect to accounting operations and procedures.
25%	E	Establishes section objectives and priorities, develops, implements and monitors work plans to achieve program goals. Oversees staff development, evaluates workload, and implements comprehensive training plans.
10%	M	Directs staff in a variety of assignments to enhance and streamline processes. Standardizes, updates and develops procedures. Ensures the necessary internal controls are present in the section's accounting operations. 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 directly supervises a staff of 6 accountants.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
Knowledge of accounting principles and practices, governmental accounting, budgeting, and fiscal management, principles of organization, administration, management, and public administration. Basic understanding of electronic data processing systems including AMS Advantage. The ability to understand and interpret financial policy, make sound decisions and recommendations on financial matters, to communicate effectively with all levels of management, the public, state, and other governmental agencies; and be able to effectively select and train employees and evaluate their job performance. Knowledge of Microsoft Excel, including data analysis techniques, creation of complex formulas, use of pivot tables, and self-service data preparation in Excel (query building, data shaping, merge/append, unpivot, and refreshable connections) to generate reports that support financial and operational decision-making.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR
Inaccurate analysis and errors in accounting transactions can impact the integrity of departmental accounting records. 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.

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 employment.
Compliance with the above is required as condition of accessing computer systems and all file and report information at Caltrans

Employees are expected 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 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

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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.

PUBLIC AND INTERNAL CONTACTS

Confers with managerial and operational personnel of other state control agencies, the federal government, local government, and the vendor community

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The ability to lead a diverse staff in discharging their responsibilities. Have the ability to concentrate and meet strict deadlines. The position requires interaction with people at all levels, and it is extremely important that the incumbent work with others in a cooperative manner. The incumbent 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.

WORK ENVIRONMENT

While at the base of operations, the incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Although the incumbent has a private open-space cubicle, confidential conversations should be conducted in private, secluded meeting rooms. The position is exempt from the Fair Labor Standards Act (FLSA), which requires the incumbent to follow hourly requirements for performing their duties. Working hours for supervising will be scheduled between 6:00 a.m. and 5:00 p.m. The incumbent may be required to travel within the state and/or out of state, but the travel is not very frequent. Regular attendance is desired as well as the ability to meet commitments and deadlines. Vacations and time away from the office may be restricted during peak periods when attendance at meetings is necessary, as well as during the fiscal year-end. Approved telework schedule may vary based on operational needs with advanced communication and supervisor approval.

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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