STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

POSITION DUTY STATEMENT

DOT PM-0924 (REV 01/2025)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Associate Accounting Analyst	DofA/OFAA/Special Legislation Funds Section	
WORKING TITLE	POSITION NUMBER	REVISION DATE
Associate Accounting Analyst	900-081-4588-xxx	10/27/2026

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 provides full accounting and financial services, performs highly complex analytical duties and has responsibility for the budgetary and financial reporting activities of the Department of Transportation Funds (Governmental Cost and Non-Governmental Cost). The AAA ensures accurate recording, reconciliation and reporting of accounting general ledgers and appropriations within the funds assigned while maintaining the proper internal controls.

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.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Safety, Equity, Employee Excellence - Collaboration, Innovation, 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. (Equity, Prosperity, Employee Excellence - Equity, Integrity, People First)
- **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, Employee Excellence - Collaboration, Equity, Innovation, 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. (Safety, Equity, Employee Excellence - Collaboration, Innovation, People First, Stewardship)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Safety, Equity, Employee Excellence - Collaboration, Integrity, 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. (Safety, Employee Excellence - Collaboration, Integrity, People First)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Equity, Employee Excellence - Collaboration, Innovation, Integrity, Stewardship)
- **Computer literacy and application:** Appropriate knowledge of computer applications and other tools necessary to successfully perform tasks. (Safety, Equity, Employee Excellence - Innovation, Stewardship)

TYPICAL DUTIES:

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

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40%	E	Records, analyzes and reconciles accounting data for all general ledger accounts and appropriations of the assigned Transportation Fund(s). Monitors the allocated budget amounts at Appropriation and Fiscal Year level, Project level, Program/Element/Component level. Monitors encumbrances, expenditures, revenue, transfers in and out on a daily basis, making necessary adjustments when overruns occur. Reviews reporting requirements, analyzes entries recorded in the departments financial management system (Advantage), by gathering data and conducting analysis on various problems to ensure that generally accepted accounting principles are being followed. Monitors document flow through the automated accounting systems to ensure procedural compliance with fiscal policy to maintain consistency of data. Determines and takes necessary corrective action for problems identified, by contacting via email or phone the budget office, districts program, project managers, controlling agencies and other accounting areas and follow through to assure all issues are resolved.
20%	E	Performs other budgetary and fund accounting responsibilities, including preparing of transfer letters under the Plan of Financial Adjustment and accounting for cash transfers and receipts from the State Controller's Office. Implements cash management and forecasting to monitor cash and appropriation balances and develops processes to improve controls and fund management, and/or other projects and assignments such as legislative bill analysis. Gathers information and prepares management reports on a need basis. Researches and provides information to state auditors, accurately and expeditiously.
20%	E	Performs the fiscal year-end closing of accounts/funds and prepares the respective financial statements (cash and/or modified accrual basis) and all required reports for the State Controller's Office, Detail Fund Balance Reports for the Department of Finance, Generally Accepted Accounting Principles reporting to SCO, Federal Highway Administration (FHWA) expenditure and revenue reporting to (FHWA) and Bond reporting to the State Treasury Office.
15%	E	Performs the more complex analytical tasks and fiscal activities related to ensure departmental compliance with State/Federal rules and regulations, and any legal obligations of the Department. Performs all required reconciliations and reports for assigned funds/accounts on a regular basis per the State Administrative Manual, Uniform Codes Manual, Departmental policies, California Transportation Commission Vote, Accounting policies and other legislative statutes. Stays abreast with all current fiscal policies and procedures in order to advise management and perform duties through adherence to all State guidelines, laws, rules and regulations, including Management Memos, Budget Letters, Deputy Directives and Director's Policies, etc. During supervisor's absence, provides coverage for the section by attending meetings, responds to requests and inquiries, disseminates information to the section as appropriate and updates the supervisor upon their return. Performs as a backup for the section during vacancies and on a need basis.
5%	M	Performs other job-related duties within the scope of the classification as assigned.

[1]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
None

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS
- Knowledge of accounting principles and financial statement preparation.
- Knowledge of California State budget, SAM, UCM and Government Code.
- An understanding of the entire State Fund Accounting process along with the ability to use the necessary computer applications such as Excel, Work, Microsoft Outlook, PowerPoint and Advantage system. All work is completed by applying the General Accepted Accounting Principles (GAAP), State Controller's Office (SCO) rules and regulations, State Administrative Manual (SAM), and Uniform Codes Manual (UCM).
- Excellent written and communication skills.
- Ability to analyze data, draw conclusions, and make recommendations.
- Ability to establish workload priorities, work under pressure, and meet deadlines.
- Ability to work independently and collaborate in a team environment.
- Ability to interpret and apply laws, rules, regulations and procedures.
- Proficient in Microsoft Outlook, Excel, Word and other computer applications.
- Self-driven, reliable, and a positive attitude.

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RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Critical analyses of accounting transactions are required of this position to ensure the Department's financial operations are not jeopardized. The individual is responsible for evaluating proposed use of the funds to ensure compliance with existing policies and procedures and to ensure that the Division of Accounting's spending levels do not exceed its allocated resources. Errors in judgment could place the Department in violation of legislative, judicial, or statutory constraints regarding the expenditure of departmental funds. This position is responsible for preparing the fiscal year end financial statements and reports of the assigned fund(s). Erroneous information could result in improper disclosure of the assets, liabilities, and fund balance to interested parties.

PUBLIC AND INTERNAL CONTACTS

Within the Department, communicates with departmental fiscal and budgetary personnel at both the working and management levels. The purpose of these contacts is to resolve problems or develop processes relating to the various departmental accounts and/or processes. Outside the Department, communicates with personnel of the State Controller's Office, State Treasurer's Office, Department of Finance, Bureau of State Audits, and Legislative Analyst to ensure the proper accountability of the funds at all levels.

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. 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 a cubicle. 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, however the travel it is not very frequent. As critical activities require attention, it is essential that the incumbent maintain regular and punctual attendance. May serve in a lead capacity providing technical guidance and temporary office coverage.

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

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