DEPARTMENT OF STATE CIVIL SERVICE
P.O. BOX 94111-CAPITOL STATION
BATON ROUGE, LA 70804-9444

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015

STATECIVILSERVICE

Department:	0700 - DOTD
Agency:	0273 - DOTD-Administration
Position Number:	50386654

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT ADMIN 5
Job Code:	159790
Pay Level:	AS-624
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/26/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182530
Consultant:	WPA
Supervisor:	DBA

STATECIVILSERVICE

POSITION DESCRIPTION

Form Revision Date: 7/2021

STATE CIVIL SERVICE
P.O. BOX 94111 – CAPITOL STATION
BATON ROUGE, LA 70804-9111
SCSPDS@la.gov

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

☒ UPDATE ☐ AGENCY APPEAL ☐ MASTER ___ # requested

☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP

☐ NEW POSITION

MAJOR AGENCY CODE & PERSONNEL AREA CODE	POSITION NUMBER
0273	50386654

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Accountant Administrator 5	AS-624	159790
REQUESTED OFFICIAL JOB TITLE	REQUESTED PAY LEVEL	REQUESTED OFFICIAL JOB CODE

2 INFORMATION REQUIRED FOR NEW POSITION *FOR LA GOV HCM AGENCIES ONLY*

ORGANIZATIONAL UNIT NUMBER	WORK PARISH	PERSONNEL SUBAREA	EMPLOYEE GROUP (CHOOSE ONE)
			☐ FT HOURLY ☐ FT SALARY ☐ PT HOURLY

COST CENTER	GRANT	FUND	WBS ELEMENT	ORDER

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
WOODS, LESHA	☒ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		HUMAN RESOURCES TELEPHONE
DOTD/OMF-Financial Services - Section 15		(225) 379-1259
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Duputy Undersecretary 3	10639	Mary.E.Thomas@la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

☒ DETERMINES WORK ASSIGNMENTS ☒ RECOMMENDS HIRING/PROMOTIONS ☒ TRAINS STAFF

☒ REVIEWS AND APPROVES WORK ☒ PREPARES & SIGNS PES RATING ☒ APPROVES LEAVE

4	NUMBER OF DIRECT SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

☒ Organizational Chart **(required)** ☒ Duties / Responsibilities **(required)** ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

	DATE	
EMPLOYEE Lesha C. Woods	8/2/2021	☒ I certify that the information in this document is true and correct to the best of my knowledge. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR Don C Johnson	8/5/21	☒ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required) Don C Johnson	8/5/21	☒ I certify that I agree with this document. ☐ I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY Don C. Johnson Deputy Undersecretary		

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

This position serves as the section head of the Financial Services Section of the Department of Transportation.

25% Directs the fiscal office and fiscal activities for one of the largest state agencies in Louisiana. Responsible for providing fiscal control over approximately $2.25 billion of capital and operating expenditure. This includes functional authority over the accounting operations of 9 Districts and 57 Sections throughout the State. Responsible for the direction and management of thirty-two (32) positions, four (4) direct and twenty-eight (28) indirect, in addition to student workers and consulting CPAs.

20% Directs the disbursement of all funds to ensure that the Department has received the maximum return on monies received and that funds were expended in compliance with the law. Disbursements represent approximately 44,000 paper checks and 23,000 electronic transfers annually, to an estimated 7,100 contractors and vendors, totaling approximately $2.1 billion. Manages the expenditures of all federal funds to provide an accurate accounting of funds disbursed, administer billings to the Federal Highway Administration through the Department's Federal Billing System and 7 Grant Agencies, totaling approximately $751 million annually.

15% Routinely deals with external and internal auditors, state, federal, and local officials, vendors, banking officials, lawyers, consultants, etc., regarding the financial operation and activities of the Department. Assists executive management of the Department in the decision-making process, as it relates to the financial management of the Department. Serves on department and statewide committees as necessary.

15% Directs the preparation of timely and accurate financial statements, reflecting the activity of current and prior year Capital Outlay budget units, one Enterprise budget unit, and current and prior year operating budget units. These Annual Statements are prepared in compliance with GAAP and Division of Administration guidelines. Prepares the appropriate disclosures as required by various bond indentures and trust agreements.

10% Directs the cash management activities of the Department, including the warrants draw process for current and prior year budget units drawing over $978 million annually from the Treasury to cover the expenditures of the Department. Deposits are made daily with the State Treasury and are controlled using different means of financing, which includes a wide variety of funding sources such as, Self-Generated Funds, Federal Funds, Statutory Dedicated Funds, Interagency Transfer Funds, Bond Funds, Interim Emergency Board Funds, and the Secretary's Emergency Funds. Ensures the accurate reporting and tracking of accounts receivable, including quarterly reporting requirements.

10% Directs the management of accurate financial data for over 4,000 active projects of the Department through the LaGov System. Projects financed and monitored in LaGov span many years and funding sources. Directs the accounting for capital assets and the proper settlement of capital expenditures from Assets Under Construction (AUC) to depreciable assets.

5% May be required to perform other duties as necessary, including testifying in court cases and before Legislative Committees relating to financial information for the Department. May also be required to perform other duties including, but not limited to emergency and disaster support activities.

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.

Updated
August 2, 2021

32 Full-Time Positions / 3 Contract CPA's / 4 Student Interns
(3 Vacant Positions not shown)