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:	50488192

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT MANAGER 1
Job Code:	159710
Pay Level:	AS-618
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/23/2023
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	207729
Consultant:	JF
Supervisor:	ALG

STATE CIVIL SERVICE

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: 0273	POSITION NUMBER: 50488192
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): ACCOUNTANT MANAGER 1	CURRENT PAY LEVEL: AS - 618	CURRENT OFFICIAL JOB CODE: 159710
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
2732021500		27300TT102		

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST: HUDSON, TOYETTE	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Jennifer Mizzell
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD - MANAGEMENT AND FINANCE - FINANCIAL SERVICES		HUMAN RESOURCES TELEPHONE: (225) 379-1902
OFFICIAL TITLE OF SUPERVISOR: ACCOUNTANT MANAGER 3	DIRECT SUPERVISOR'S POSITION NUMBER: 7453	HUMAN RESOURCES EMAIL: jennifer.mizzell@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

2	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.

EMPLOYEE: Toyette R Hudson	DATE: 8/14/23	☒ 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: [signature]	DATE: 8/14/23	☒ 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): [signature]	DATE: 8/15/2023	☒ 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		

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 reports directly to the Accountant Manager 3 within the Accounts Payable Unit of the Department. The incumbent supervises, advises and directs the activities of the Capital Outlay and Operational expenditures authority. The Department is one of the largest state agencies with capital outlay and operational disbursements of over $2 billion annually. Responsible for the supervision and direction of two (2) professional level accountants.

30% Supervises and provides technical assistance and guidance relating to the Department's Project Management Financing Activities, which encompasses fiscal control of accurate financial data for nearly 2 billion dollars on over 2,000 projects maintained in LaGov. Capital Outlay budgets and expenditures are tracked by appropriation year and by project for compliance in all aspects relating to the construction of projects as outlined in House Bill #2 (HB2). This includes the feasibility studies, the acquisition of right-a-ways and the construction of various projects, ensuring that the appropriate means of finance were used in accordance with the HB2 and that the correct level of participating funds were charged to Federal Highway Administration (FHWA) ensuring that the maximum reimbursements are received. Compiles a spreadsheet with new and reallocated capital outlay projects and funding approved by the State Legislature each fiscal year, used to classify current capital outlay revenue and expenditures. **It is imperative that expenditures are properly accounted for in order to provide an accurate and complete Annual Comprehensive Financial Report.**

20% Creates specialized reports in LaGov for DOTD management, auditors, the State Legislature, and other state agencies for use in executive administrative decisions related to the sale of State Highway Improvement Revenue Bonds and Gasoline and Fuels Tax Revenue Refunding Bonds. Works with the Budget Section and the State Treasurer's Office to manage the Capital Outlay budget structure relating to the transfer of the means of finance Lines of Credit (LOC) expenses to revenue bonds means of finance. Reviews and monitors on a monthly basis the reconciliation of Bond and Line of Credit revenues to expenses and clears any differences. Continuously review the daily activities of any bond and LOC transactions to monitor expended amounts. Incumbent prepares monthly and quarterly reports showing the accrual spend-down balances of expenses and remaining balances of bond proceeds. **Develops and implements procedures to ensure that all funds are maintained and disbursed in compliance with State and Federal laws and Departmental policies and procedures.**

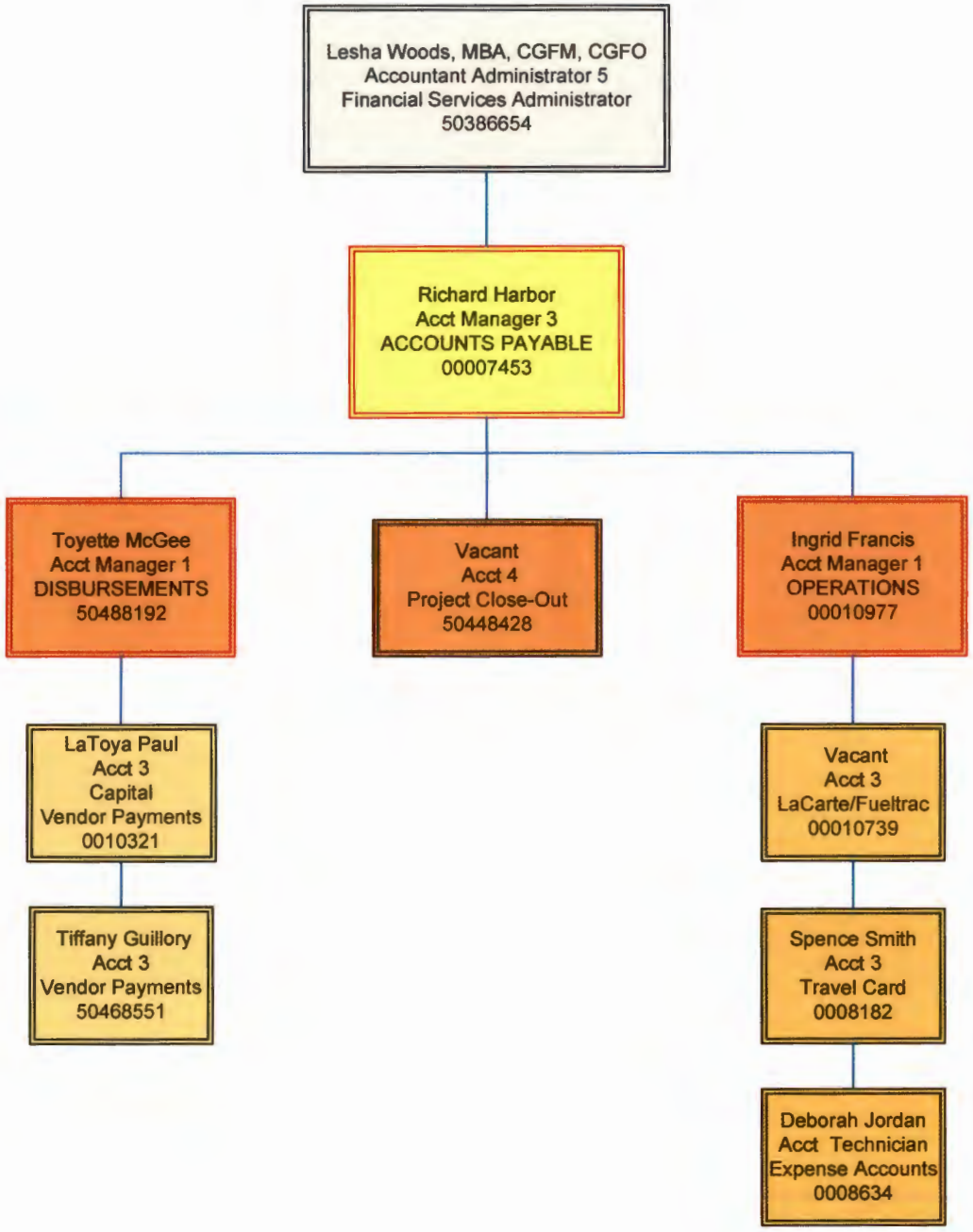
15% Responsible for the compilation and preparation of several critical notes of the DOTD's Comprehensive Annual Financial Statements in accordance with General Accepted Accounting Principles (GAAP) and guidelines established by the Division of Administration for a Non-ISIS agency. The incumbent of this position requires a working knowledge of all of DOTD's systems to ensure proper reporting of financial data. Financial statements include budgetary comparisons by operating fund and programmatic budgeting; Supervises and provides technical assistance for preparing various ACFR notes assigned to subordinates, ensuring that these notes are compiled accordingly. **This process is integral to preparing and assembling the Department's ACFR.**

15% Supervises and provides technical assistance and guidance in the preparation of the annual 1099 Filing Information Returns Electronically (FIRE) reporting as required by the Internal Revenue Service (IRS) in accordance with OSRAP instructions. IRS form 1099 reports various payments to anyone other than a direct employee. These reports require gathering relevant data and information from multiple sources within the

Department for each quarter to analyze and maintain records sufficient to support statements. **This process is integral to DOTD's compliance with IRS regulations related to financial reporting.**

15% Responsible for supervising and directing the Accounts payable and management function associated with the disbursement activities using the LaGov-ECC system. Responsible for supervising a staff of two (2) professional accountants that process over 60,000 capital outlay and operational transactions totaling over $2 billion annually. This activity requires training and providing technical assistance as it relates to auditing pay source documentation which are Logistical Documents (MIR7), Direct Vouchers (FV60) and Credit Memo (FV65) to the supporting documentation, to the system and with state-defined General Ledger list. **It is imperative that expenditures are properly accounted for to provide an accurate and complete Annual Comprehensive Financial Report.**

5% Confers frequently with external and internal auditors, federal agencies, Budget and Project Finance, vendors, consultants, attorneys, Division of Administration, Office of Statewide Reporting and Accounting Policy, State Treasury Office, Bond Commission, DOTD districts and sections, etc. providing technical assistance and information relating to capital outlay and bonds. Performs other duties as assigned by the higher-level fiscal staff, including, but not limited to, emergency/disaster support activities.



Updated
August 14, 2023