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:	50531062

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:	07/30/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	171589
Consultant:	NRB
Supervisor:	ALG

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 05/2016

COMPENSATION DIVISION
DEPARTMENT OF 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
0700/0273	50531062

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Accountant Manager 1	AS618	159710
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Accountant Manager 1	AS618	159710

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

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
		East Baton Rouge	

EMPLOYEE GROUP (CHOOSE ONE)

☐ FT HOURLY ☒ FT SALARY ☐ PT HOURLY

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
White, Carolyn	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD/Financial Services/Asset Accounting Unit/Baton Rouge, LA		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
~~Archie, Vita~~ Accountant Manager 4	87832	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
Camper, Bettina	12076	Accountant Manager 1
Eisworth, Tracie	13703	Accountant Manager 1

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.

	DATE	
EMPLOYEE Carolyn J. White	7-13-2020	☑ 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 Vita Archie	07/20/2020	☑ 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)	7/20/2020	☒ 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.
LESHA C. WOODS, FSA 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 to the Accountant Manager 4 or higher level Accountant Manager. Incumbent supervises, advises and directs the activities of the Asset Accounting Unit within the Financial Services Section of the Department of Transportation & Development (DOTD), which is one of the largest state agencies. DOTD has an operating budget of over $840 million and a Capital Outlay Program with expenditures of over $ 1.1 billion annually resulting in approximately $700 million in capitalized assets. Asset Accounting manages approximately $30 billion in statewide infrastructure assets and $300 million in buildings and movable equipment and consists of the following positions: (2) Accountant 3s.

25% Supervises, provides technical assistance and approves daily work for management of capital assets totaling approximately $30 billion in statewide infrastructure assets and $300 million in buildings and movable equipment. Program responsibilities include the creation and maintenance of the department-wide SAP asset master data inclusive of Assets Under Construction, Infrastructure, Buildings, Moveable Property and Intangible Assets and examination of the $1.1 billion annual Capital Outlay Program to ensure appropriate classification and settlement of approximately $700 million in capital assets annually. Ensure the timely processing of capitalized assets including Project Setup, Project Settlement, Asset Creation, Asset Retirement and Asset changes prepared by staff. Reviews and monitors the research and resolution of discrepancies, adjustments and exceptions necessary to correct problems.

20% Supervises, provides technical assistance and approves multiple reconciliations of the LaGov Asset Accounting records to the transactions processed and the separate infrastructure maintenance systems maintained in the linear assets software Agile Assets for roads, the Inspect-Tech Bridge Inventory for structures, and the LaGov Real Estate module for ROW, land, and buildings. These reconciliations ensure that LaGov Asset Master Records are complete, properly reported and synchronized with changes in other systems in a timely manner.

15% Administers and maintains a system for proper reporting of Right-Sizing the State Highway System road transfer of state infrastructure that is abandoned, donated, or turned over to a local governmental entity, and the sale, transfer or abandonment of land or ROW. These duties require the incumbent of this position to maintain a working knowledge of all DOTD systems and Engineering Directives and Standards for these programs and performing very technical research, analysis, and decision making. Thorough and detailed documentation of evidence is required to support decisions to initiate either a capital asset creation, change, or retirement and processing all related asset accounting transactions.

15% Assists with the compiling and preparing of DOTD's annual financial statements to ensure that capital assets are reported in accordance with the requirements established by the Governmental Accounting Standards Board (GASB), as directed by the Division of Administration Office of Statewide Reporting and Accounting Policy (OSRAP), Generally Accepted Accounting Principles (GAAP) and DOTD's Capitalization Policy for infrastructure and movable property. Financial statements include an operating budget of over $ 840 million dollars and a Capital Outlay Program with expenditures of over $ 1.1 billion

annually resulting in approximately $700 million in capitalized assets. Incumbent of this position requires a working knowledge of all DOTD's systems to ensure proper reporting of financial data, as this agency is a Non-ISIS agency.

10% Develops policy and uniform procedures governing asset accounting and reporting within the Department's accounting system, LaGov and communicates same to DOTD administrative offices, program managers and property managers. The incumbent must have a working knowledge in GAAP and a proficiency in SAP and the ability to research, interpret, apply and communicate a clear understanding of fixed assets related to GASB statements: GASB 34- ***Basic Financial Statements and Management Discussion and Analysis for State and Local Governments;*** GASB 42 – ***Accounting and Financial Reporting for Impairments of Capital Assets and for Insurance Recoveries;*** and GASB 51- ***Accounting and Financial Reporting for Intangible Assets.***

5% Supervises, provides technical assistance and approves the maintenance of records for impairment to capitalized assets from unexpected and catastrophic events in accordance with GASB Statement 42 – ***Accounting and Financial Reporting for Impairment of Capital Assets and for Insurance*** as directed by OSRAP. This involves a complex analysis of impacted assets to determine financial record adjustments and reporting in the annual financial report. The incumbent needs an understanding of GAAP, GASB and DOTD disaster management programs.

5% Trains section personnel in the creation and settlement of fixed assets; participates with information technology, project management, real estate, legal and fiscal personnel in the design, development, implementation and upgrade of automated financial systems and business processes; instructs and assists project managers and fiscal personnel in the documentation upon asset settlement, disposal or impairment. Assists department users with correcting system errors as necessary. Serves as Department's "point of contact" for the Division of Administration –OSRAP asset accounting.

5% Confers frequently with legal section, compliance section, accounting units, budget and audit section, Division of Administration, Legislative Auditors, internal auditors, DOTD Program Managers, and various other outside sources to provide information and technical assistance needed to resolve problems. May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

Internet
MyDOTD
SharePoint
DOTD A-Z
Customer Service

INTRANET ◇ ORGANIZATIONAL CHART

Hide Vacancies | Hi-light Vacancies | Reduce Size | Increase Size | Chart Only | Show Dist-Gang | Show Pos # | Hide Title | Flip Vertical | Show Names | Help

Organizational Chart - up to 5 levels shown for position 00087832

ARCHIE, VITA R
87832
ACCOUNTANT MANAGER 4

- BURTON, VIRGINIA U — NON-STATE EMPLOYEE (ERP ONLY)
- CAMPER, BETTINA L — ACCOUNTANT MANAGER 1
  - COLEMAN, CYNTHIA M — ACCOUNTANT 3
  - CROSSLEY, ROSIE P — ACCOUNTANT 3
  - EALY, TIFFANY S — ACCOUNTANT 3
- EISWORTH, TRACIE D — ACCOUNTANT MANAGER 1
  - KING, LATASHA J — ACCOUNTANT 3
  - SELF, SHARFRITA Q — ACCOUNTANT 3
  - VACANT — ACCOUNTANT 3
  - VACANT — ACCOUNTANT 3
- LEGER, DONALD — NON-STATE EMPLOYEE (ERP ONLY)
- LEJEUNE, DALE P — NON-STATE EMPLOYEE (ERP ONLY)
- ROBERSON, JARVIS D — STUDENT
- WHITE, CAROLYN Y — ACCOUNTANT MANAGER 1 — 50531062
  - CRAVEN, TONYA R — ACCOUNTANT 3 — 129889
  - GARRETT, NIKISHA E — ACCOUNTANT 3 — 50457628

District/Section Appointing Authorities Org Chart (PDF File)

Mon, 20 Jul 2020

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