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:	0276 - DOTD-Engineering & Operations
Position Number:	13703

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:	10/27/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	173876
Consultant:	WPA
Supervisor:	DBA

Louisiana SCS State Civil Service

POSITION DESCRIPTION

Form Revision Date: 11/2016

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	13703

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Accountant Manager 1	AS617	159710
REQUESTED OFFICIAL JOB TITLE	**REQUESTED PAY LEVEL**	**REQUESTED OFFICIAL JOB CODE**
Accountant Manager 1	AS617	159710

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

ORGANIZATIONAL UNIT NUMBER	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA

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
Case, Jennifer	☒ Yes ☐ No	Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE**
DOTD - Financial Services Section 15/Unit 001, Cash Management Unit		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	**DIRECT SUPERVISOR'S POSITION NUMBER**	**HUMAN RESOURCES EMAIL**
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
Carissa Wesley	11069	Accountant Manager 1
Bettina Camper	12076	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

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 Jennifer Case	10/22/2020	☒ 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	10/22/2020	☒ 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)	10/22/2020	☑ 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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY LESHA C. WOODS, FSA		

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 an Accountant Manager 4 or higher level Accountant Manager. Incumbent supervises, advises and directs the activities of the Cash Management Unit within the Financial Services Section of the Department of Transportation and Development, which is one of the largest state agencies with an operating budget of over $586 million and capital outlay revenues of over $1.1 billion. The incumbent of this position must possess a complete and through understanding of all DOTD's financial systems and the AFS system. This position supervises (2) Accountant 3s. This position:

35% Supervises and approves the daily work-flow of revenue, cash, expenditure and warrant transactions. Reviews reconciliations and exception processing. The reconciliations include transactions within 1,900 General Ledger accounts that are contained within 7 capital outlay agencies having 248 capital outlay appropriations and within 2 operating agencies (business areas) having 12 appropriations and 7 budgetary programs. These accounts are reconciled between AFS MOF appropriations reports, Business Objects reports, Warrant Listing reports, CAFR Fund General Ledger Trial Balance and the Statement of Fund Balance reports and the LaGov Accounting Research Summary Report, Trial Balance report and Receipts and Expenditures by Fund/Cash reports. Monitors, researches and resolves discrepancies, adjustments, interface and exceptions pertaining to warrants, revenues, expenditures and cash. Trains and guides section staff on the adjustment techniques and transactions to expedite the resolution of outstanding items. Informs the Accounting Manager 4 of all exceptions that require immediate attention. Corroborates with Human Resources to reclassify payroll entries that are not accepted by AFS. Approves cash receipts, correcting journal vouchers and posts adjustments to appropriate business areas, funds and cost centers. Reconciles operating warrants to ensure expenditures have been properly funded by AFS warrants from the correct MOF appropriations. Reconciles capital outlay expenditures that are funded by transfer in revenue types to ensure these expenditures have been warranted by the proper AFS MOF appropriations.

25% Ensures the timeliness of deposits to the State Treasury Office. Monitors the ODIT table to ensure all deposits are classified in a timely manner. Prepares cash receipts log to ISIS cash receipts transactions using cash control numbers to verify all cash receipts have been classified into AFS. Prepares cash control timeline to monitor promptness of deposit classification. Reviews AFS MOF reports and evaluates rejected warrants. Prepares capital outlay weekly cash report for appointing authority, federal compliance unit and the disbursement unit. Provides LaGov and AFS reports for special projects. Verifies and maintains signature authorizations for 29 bank accounts. Compiles and submits bank accounting listing and balances to Louisiana State Treasury, per Act 587, for State Treasury's submission to the Joint Legislative Committee on Budget (JLCB).

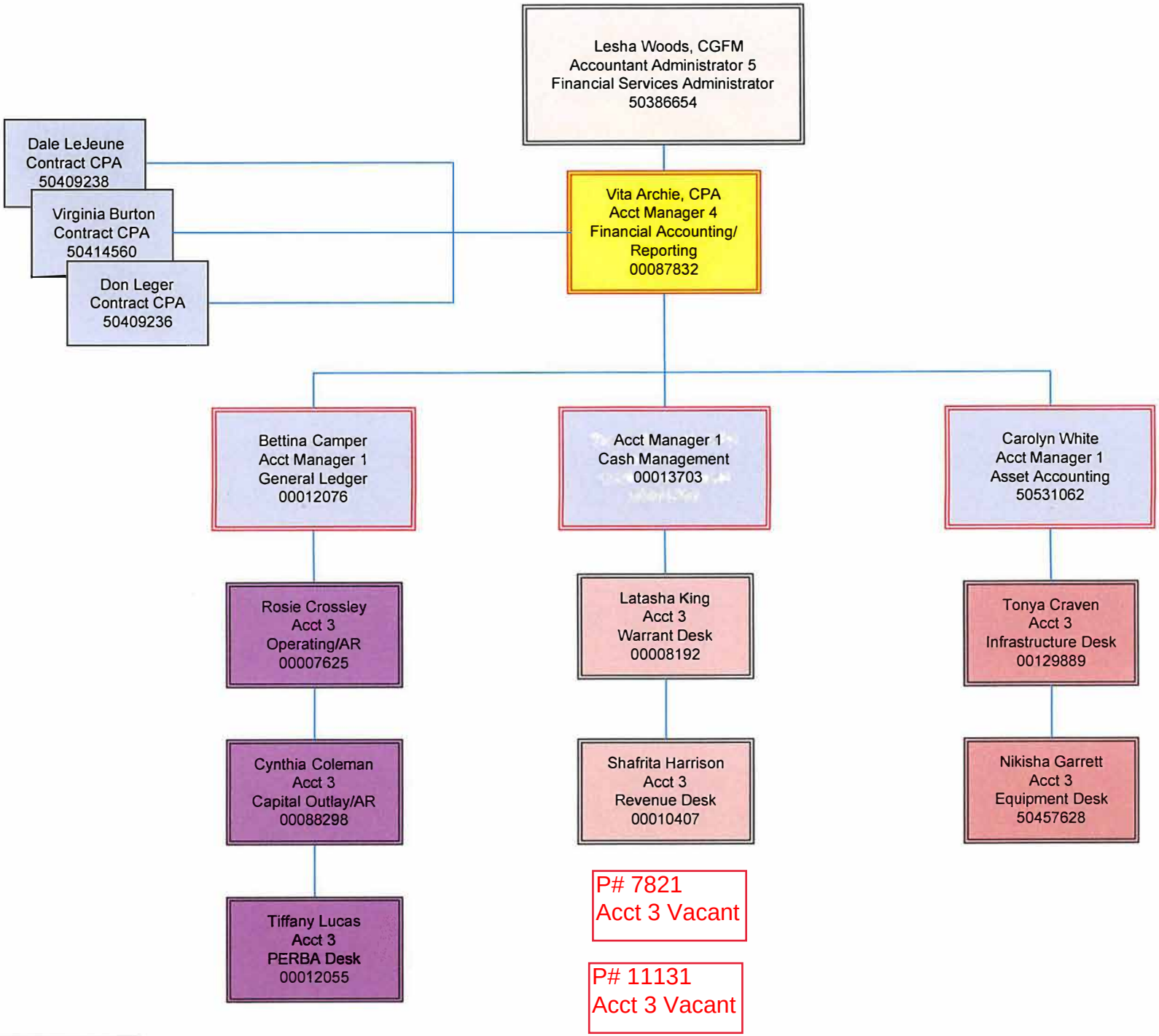
20% Assists with the compiling and preparing of DOTD's annual financial statements in accordance with GAAP and guidelines established by Division of Administration for a Non-ISIS agency. Financial statements include three current year operating budgets with 76 individual budgeted sections totaling in excess of $586 million and capital outlay revenues of over $1.1 billion. Incumbent of this position requires a working knowledge of all of DOTD's financial systems to ensure proper reporting of financial data, as this agency is a Non-ISIS agency. Financial statements include budgetary comparisons by operating fund and programmatic budgeting. Prepares and complies the annual reconciliation of the 2G06 ISIS Report (Trial Balance) with the LaGov General Ledger for submission to OSRAP.

15% Designs, updates and maintains reconciliation formats to accommodate new appropriations and budgetary programs. Reconciles LaGov liens to AFS liens and make adjustments as needed. Builds variants, layouts and queries in LaGov and Business Objects for use by DOTD and other agencies. Writes, maintains and enforces a documented system of accounting policies and procedures. Verifies that supporting documentation is attached to LaGov transactions via the LaGov Services for Object feature. Supervises and provides technical assistance for

the daily review of the interface of transactions for two complex accounting systems - LaGov and AFS. Assists in the performance of fundamental analysis of revenue/expenditure, including payroll, transactions to ensure the accuracy and integrity of the data in both systems. Analyzes problem areas and institutes procedures to ensure the accuracy of the data received.

5% Confers frequently with the legal section, compliance section, accounting units, budget and audit sections, Division of Administration, Legislative Auditors, State Treasurer's Office, CPA firms, trustee banks, toll bridge personnel, internal auditors and various other outside sources to provide information and technical assistance needed to resolve problems. May be required to perform other duties as necessary or assigned by higher level fiscal staff, including, but not limited to, emergency/disaster support activities.

This position is subject to retrieving files and ledgers from cabinets and tables, and preparing records of storage in file boxes which requires bending, climbing steps, lifting and pulling as necessary. This is done on a daily basis.



Updated
May 1, 2020