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:	13971

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT MANAGER 2
Job Code:	159720
Pay Level:	AS-619
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	05/15/2020
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	169357
Consultant:	NRB
Supervisor:	ALG

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	13971

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Accountant Manager 2	AS619	159720
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	COST CENTER NUMBER /FUND	WORK PARISH	PERSONNEL SUBAREA
0273	2732021500/27300TT102	EBR	

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-OMF-Financial Services-S15/Gang 001		(225) 379-1291
OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
Accountant Administrator 5	50386654	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

5	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	5/12/2020	☒ 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	DATE	☐ 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) Lesha C. Woods	DATE 5/14/2020	☑ 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 is a unit supervisory position that reports directly to the Accountant Administrator 5 of the Department of Transportation and Development, which is one of the largest agencies with an operating budget of over $630 million dollars. This position is responsible for directing the administration of the Financial Accounting and Fiscal Management Systems of two functional areas relating to Federal Compliance. Annual federal aid funding exceeds $800 million and represents disbursements for several hundred projects. Direction is provided to seven (7) positions, five (5) direct and two (2) indirect.

20% Administers the development/preparation and reviews the compilation of the Department's SEFA (Schedule of Expenditures of Federal Awards) as an integral part of the Annual Financial Reports (AFR). These reports are compiled in accordance with Generally Accepted Accounting Principles (GAAP) and policies issued by the Division of Administration (DOA) for a non-ISIS agency. These statements report the activity of 21 current and prior year capital outlay funding units, 2 Enterprise funding units and 72 current and prior year operating funding units. The incumbent is also responsible for review of AFR Notes and Statements for Louisiana Transportation Authority (LTA) and review of other Notes as assigned.

15% Administers and maintains a system for managing federal grants totaling approximately $160 million in annual federal funding. Creates, analyzes, and maintains the department-wide LaGov grant master data including, but not limited to, grant status (lifecycle) and grant budget. Runs resource related billing and directs the accounts receivable functions of DOTD related to grants billing. Maintains department register for all federal grants and maintains master project file for each grant. Works with the program managers to monitor and assist in the timely submission of required progress reports, completion reports and work products to federal agencies. **It is imperative that grant data is properly maintained for accurate disbursement and reimbursement of federal funds.**

15% Directs the activity of the Accountant 4 for the LTA. Oversees the daily, monthly, quarterly and annual financial data for the LTA. This includes the review of regular reimbursement transfers, the monthly revenue transfer to the Money Market account, monthly bank reconciliations, prepares monthly statements, reviews quarterly Accounts Receivable submissions to the DOA and miscellaneous other duties assigned to the Accountant 4 and Accountant Manager 2 as needed. This position also is responsible for the Annual Financial Statement for the LTA bonds, annual bond payment and the bi-annual interest payment.

15% Supervises and provides technical assistance for the daily billing and collection of all non-FHWA grant programs administered by DOTD. Reviews and approves department journal vouchers, AFS Cash Receipts, Deposit Tickets, and J6's. Supervises, monitors, and reviews the preparation of quarterly and annual financial statements for each federal grant program. **These duties help to ensure that federal agencies are timely billed for expenditures and that revenues and expenditures are properly accounted for in DOTD's Annual Financial Report.**

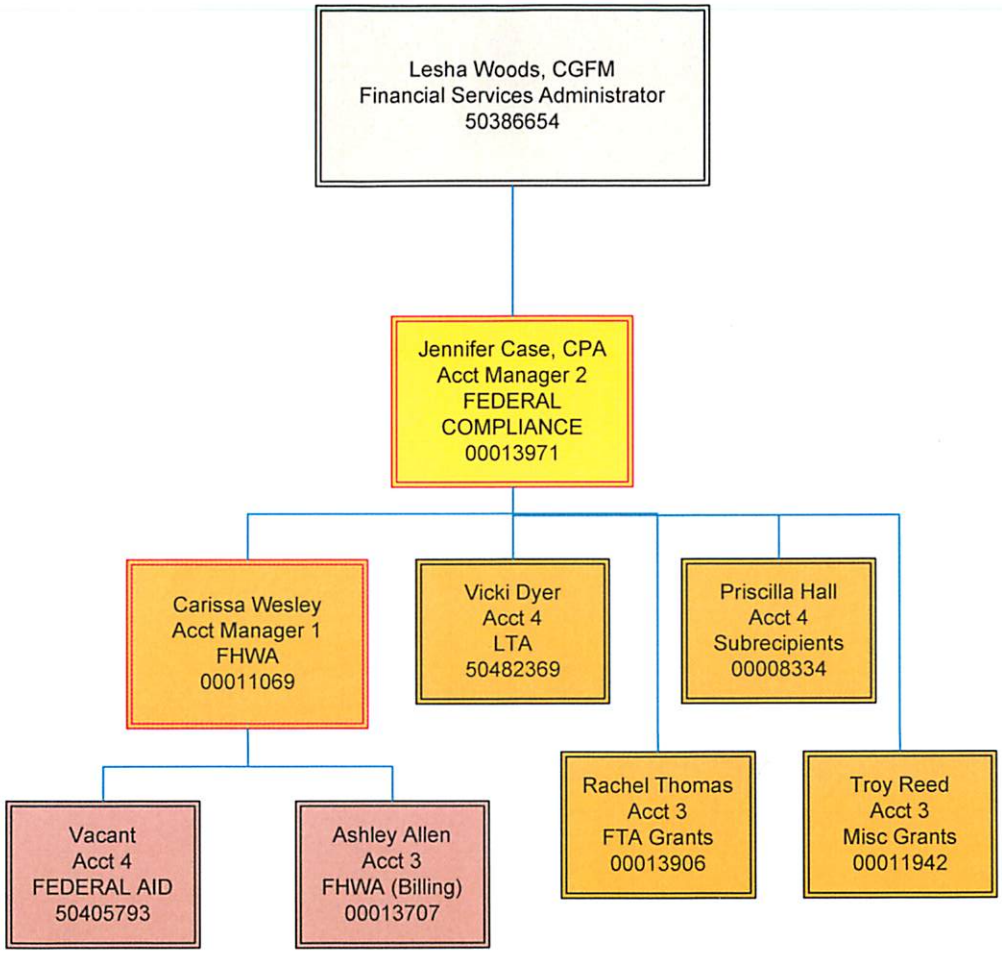
10% Trains fiscal personnel in the preparation of required financial reports to federal agencies. Participates with information technology and fiscal personnel in the design, development, and implementation of automated financial systems. Instructs and assists program managers and fiscal personnel in the closeout documentation upon grant completion. Assists department users with the resolution of system errors. **This position is the point of contact for the State's Central Grants Administrator (Division of Administration).**

10% Manages federal compliance for financial reporting purposes. Reviews and approves reports for compliance with the Federal Funding Accountability and Transparency Act (FFATA). Manages, provides technical assistance, and advises on reporting subrecipients. Manages the monthly review of subrecipient data and advises the Accountant 3 to contact the program managers/other financial staff on any needed changes. Ensures compliance with federal record retention requirements following grant completion. Responsible for reviewing audit issues, findings, and requests from federal and state auditors. **This position is the central point of contact for all federal compliance issues related to financial reporting.**

5% Directs the activity of employees involved in the preparation of monthly reports of activities in the Transportation Trust Fund (TTF), the Transportation Infrastructure Model for Economic Development Fund (TIMED), (FFATA), Federal Emergency Management Agency (FEMA) status report, and other federal reports per various grant requirements.

5% Directs the Federal Compliance Unit's activities and provides technical guidance to the unit, which encompasses fiscal control over appropriations for the Federal Highway Administration. The Fed Aid Billing Program includes daily scheduled billing for Progress (Capital Programs) billing, Indirect Cost Billing, and Equipment Billing. Billings are processed in accordance with FHWA Guidelines. This area also bills and collects federal funds for the Federal Aviation Administration (FAA), Federal Railroad Administration (FRA), Federal Transit Administration (FTA), Federal Emergency Management Agency (FEMA), and other various agencies.

5% Confer frequently with 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 assigned by higher level fiscal staff as necessary including, but not limited to, emergency/disaster support activities.



Updated
May 1, 2020