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:	10977

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:	207728
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	POSITION NUMBER
0273	10977

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
ACCOUNTANT MANAGER 1	AS - 618	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	Employee Qualifies For Job	HUMAN RESOURCES CONTACT
FRANCIS, INGRID	☒ Yes ☐ No	Jennifer Mizzell

AGENCY/DEPARTMENT – OFFICE – DIVISION	HUMAN RESOURCES TELEPHONE
DOTD - MANAGEMENT & FINANCE - FINANCIAL SERVICES SECTION 15	(225) 379- 1902

OFFICIAL TITLE OF SUPERVISOR	DIRECT SUPERVISOR'S POSITION NUMBER	HUMAN RESOURCES EMAIL
ACCOUNTANT MANAGER 3	7453	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

3	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 Ingrid Francis	8-15-23	☒ 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	8/15/23	☒ 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)	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. They serve as the lead person responsible for administering, researching and monitoring the Department's State Liability Cards, Travel and Petty Cash Programs with expenditure authority in excess of $275 million and the recordation of the Department's revenue in excess of $2 billion annually. Management provided two (2) professional and one (1) para-professional positions.

40% Assist with issuing policies and procedures for the State Card and the Department's Travel and Petty Cash programs annually. They conduct monthly training for new enrollees and annual training for all existing participants in the program as per State Travel Policy and Procedure # 49 and the State Card Policy. Responsible for setting up and maintaining Travel Privileges in the LaGov- Travel Module. Responsible for the set-up of all cardholders in Bank of America WORKs system and management of the functional roles, authorizations, profiles and security auditing in Bank of America's system. The incumbent is directly responsible for overseeing the Department's 1,400 plus credit cards (250 plus T-Cards, 400 plus P-Cards and 750 plus FUELTRAC cards), over 4,100 traveling employees (400 plus weekly travelers) and 13 Petty Cash Accounts. **This process plays an integral part in DOTD's compliance with State regulations and is related to the administration of various programs.**

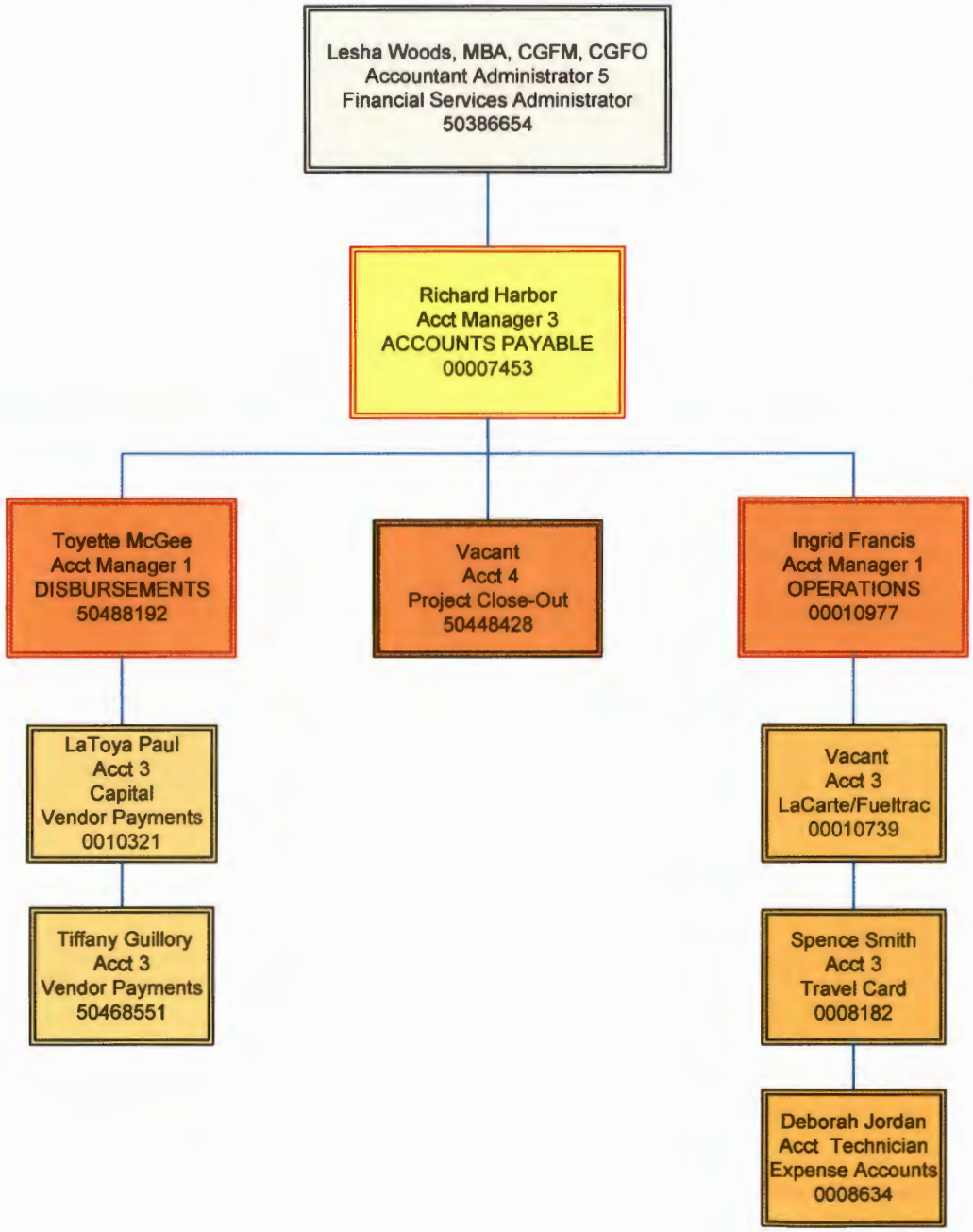
20% Responsible for the compilation of the Schedule 16 "Cooperative Endeavors" to the Department's Annual Comprehensive Financial Report (ACFR) in accordance with the Generally Accepted Accounting Principles (GAAP) and the guidelines established by the Division of Administration. The incumbent is also responsible for monitoring the Cooperative Endeavors Agreements between the Department and other States, Parishes, Cities and Non-profit organizations that assist in improving the transportation infrastructure surrounding Ports, River-ways and Highways. They will gather relevant data and reports from various sources within the Department to analyze and maintain records sufficient to support a master list of all the Department's outstanding obligations. Uses independent decision-making to determine when and to what extent Journal Entries are needed and make recommendations for modification when necessary to correct problems. Supervises and provides technical assistance for the preparation of various CAFR notes assigned to subordinates to ensure that these notes are compiled accordingly. **This process plays an integral part in the preparation of the Department's ACFR.**

15% Prepares and/or approves Journal Vouchers for the Department. These vouchers correct General Ledger codes, Fund Centers and Cost Centers errors, ensuring that the proper means of finance is used. Incumbent prepares various forms and documentation as directed by the State Office of Uniform Payroll and processes entries in LaGov to void/reissue checks on a bi-weekly basis. They ensure that prior year funds are appropriately classified as a return of appropriation or income-not-available and not comingled with the current year's fund, thus ensuring that the Department stays within the authorized budget during the fiscal year and avoiding any audit findings.

10% Supervises and provides technical assistance and guidance for maintaining four (4) complex Cash Ledgers used to record all monies received by the Department. This internal control consists of assigning Cash Control Numbers to all checks received by the Department and recording them in one (1) of the four (4) Cash Ledgers based revenue sources. Manages the verification process for the receipt of all checks received to ensure that they are distributed for deposit into the appropriate means of finance for the Department. It **is imperative that all funds received are promptly accounted for to compile with State regulations governing such.**

10% Supervises and provides technical assistance and guidance as it rates the Accounts Payable processes for 8 Districts and 56 Sections within the Department. Directs the creation, preparation and processing of bi-weekly LaGov reports to ensure the Section meets its accounts payable related goals. This included processing the Stale Dated Check Report, the Outstanding Payable Report and the Blocked Payment Report. These various reports keep the Department in line with the State Purchasing Policies as it applies to vendor payments on contracted items. The incumbent of this position must have a working knowledge of all of the LaGov systems used by DOTD to ensure proper reporting of financial data.

5% Confers frequently with external and internal auditors, state, federal and local officials, vendors, Legislators, etc., regarding matters relating to the Accounts Payable Functionality of the Department. They are required to perform other duties as necessary, including, but not limited to, emergency/disaster support activities.



Updated
August 14, 2023