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:	11069

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:	07/21/2022
Position Audited:	No
Audit Date:	
Comments:	Incorrect job code on the cover page?

Log Number:	193421
Consultant:	WPA
Supervisor:	DBA

STATECIVILSERVICE

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	11069

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	170680

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)
0273	EBR		☒ 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
Wesley, Carissa	☒ 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 Manager 2	13971	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
Ingrid Francis	10977	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

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 Carissa Wesley	DATE 7/14/22	☒ 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 Gracie Esquivel	DATE 7/14/22	☒ 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)	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.
PRINT NAME AND TITLE OF APPOINTING AUTHORITY LESHA C. WOODS FSA	7/14/2022	

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 2 within the Federal Compliance Unit of the Department of Transportation and Development (DOTD). Supervises, plans, and directs the activities of the Federal Highway Administration Grant Unit. The incumbent must possess a complete understanding of all DOTD's financial systems, including, LaGov, and RASPS. Annual federal aid funding exceeds $800 million and represents disbursements for several hundred projects. Direct supervision is provided to (1) Accountant 4 and (1) Accountant 3.

20% Administers and maintains a system for managing the Federal Highway Administration Grant totaling approximately $800 million in annual federal funding. Analyzes and maintains the Department-wide RASPS system and FHWA's Fiscal Management Information System (FMIS). Executes resource related reports and directs the accounts receivable functions of the Department related to RASPS billing. Coordinates with FHWA's Finance Management Team and DOTD's Budget Section to ensure accurate billing and maintenance of hundreds of projects. **It is imperative that FHWA expenditures are billed properly for accurate disbursement and reimbursement of federal funds.**

20% Reviews, approves, and provides technical assistance for the regular (daily) billings, FHWA related journal vouchers, AFS cash receipts, and deposit tickets to record and classify the receipt of federal funds in the agency general ledger, AFS system, and in the Louisiana State Treasury. Reviews and approves the Cash Receipts documents, Deposit Tickets, J3s, and J6s, to ensure proper classification for various appropriation years, expenditure classification types being reimbursed, and activity codes used. Reviews reconciliations related to the FHWA Grant for Capital Outlay and Operating expenditures and revenue. Monitors, researches, and resolves discrepancies and adjustments. **Timely and accurate approval of cash receipt documents is critical to the Department's cash flow to fund its operations.**

15% Administers and maintains a system for managing the Grant Anticipation Revenue Bonds (GARVEE) billing process for debt service payments to the designated trustee in accordance with the Memorandum of Agreement between DOTD and FHWA. Ensures that designated projects have been converted properly in the FMIS Projects Module, as outlined in the GARVEE debt service payment schedule. Creates a manual billing file for upload to the FMIS Current Bill Module. Communicates with the DOTD's Budget Section, LaGov, Federal Aviation Authority (FAA), and/or the State Bond Commission to ensure that debt service payments are made accurately and timely. **This process plays an integral part in maintaining the sustainability of the Department.**

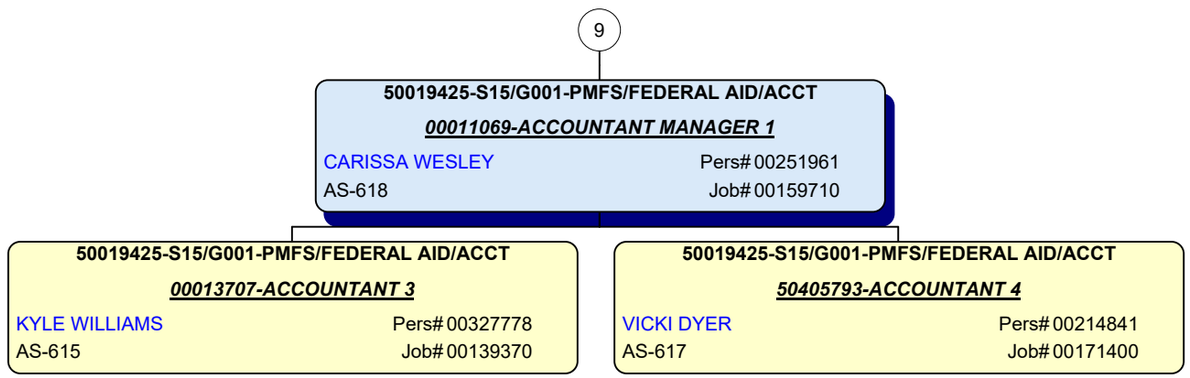
10% Manages the preparation and review of the Cash Management and Improvement Act (CMIA) report, which governs how funds are transferred between the federal government and state government for FHWA's Highway Planning and Construction Program (CFDA # 20.205). Reviews and provides technical assistance in the reporting of financial statistics for FHWA's Financial Analysis System-Highways (FASH) report. Responsible for reviewing audit issues, findings, and requests from federal and state auditors. **This position is the central point of contact for federal compliance issues related to financial reporting for the FHWA Grant.**

10% Directs the development, preparation, and review of the Indirect Cost Rate Proposal for the Department. The proposal identifies the costs of indirect services provided by operating units of the Department associated with the FHWA Federal Aid Program and represents over $100 million dollars in eligible costs for DOTD to recoup through indirect cost billings. This proposal must be prepared in accordance with Federal 2 CFR 225. This position is responsible for reviewing and updating methodology based on new regulations and changes in DOTD's reporting process. **This proposal is an integral part of DOTD's operations.**

10% Responsible for the supervision, review, and compilation of various sections of the Department's Schedule of Expenditures of Federal Awards (SEFA). The SEFA is compiled in accordance with policies issued by the Division of Administration for a non-ISIS agency. Analyzes and prepares various notes as needed. **This process plays an integral part in the preparation and compilation of the Department's AFR.**

5% Provides research, technical assistance, and confers with other units, sections, and auditors regarding the operation and activities of the FHWA Grant. This position serves as a member of project teams as needed to consult on technical issues related to work processes, systems, and training of staff. Develops standard operating procedures that govern the FHWA Grant within the Department and communicates the information to DOTD administrative offices, program managers, and federal agencies. **It is imperative that standard procedures are created and implemented for consistent and accurate reporting of grant activity.**

5% Responsible for tracking and determining final resolution of Federal-Aid Ineligibility Notifications received from FHWA for ineligible costs (expenditures). This includes conducting research and preparing appropriate journal voucher entries to return funds to FHWA, following up with FHWA officials, project managers and engineers, legal section, vendors, and contractors to determine the status of the notifications and the recovery of ineligible expenditures. **This position assesses and pursues the Department's recovery of these ineligible expenditures. Information pertaining to and the status of Federal-Aid Ineligibility Notifications are provided to the Accountant Administrator 5 and the Deputy Undersecretary of Management and Finance.**

5% Confers frequently within the Financial Services section, Budget and Project Finance, DOTD sections and districts, Engineering consultants, CPAs, LaGov, State Treasury's Office, and Louisiana Legislative Auditors, providing information and technical assistance as needed to resolve problems. May be required to perform other duties for special projects as necessary, including, but not limited to, emergency/disaster support activities and projects, along with other duties as assigned.

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