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: | 12076 |

| | |
|---|---|
| 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: | 09/01/2023 |
| Position Audited: | No |
| Audit Date: | |
| Comments: | |

| | |
|---|---|
| Log Number: | 208118 |
| Consultant: | KS |
| Supervisor: | AD |

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 | 12076 |

| 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 |
| | | |

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

| ORGANIZATIONAL UNIT NUMBER | WORK PARISH | PERSONNEL SUBAREA | EMPLOYEE GROUP (CHOOSE ONE) |
|---|---|---|---|
| | East Baton Rouge | | ☐ FT HOURLY<br>☒ FT SALARY<br>☐ PT HOURLY |

| COST CENTER | GRANT | FUND | WBS ELEMENT | ORDER |
|---|---|---|---|---|
| | | | | |

## 3 GENERAL INFORMATION

| EMPLOYEE'S NAME – LAST, FIRST | Employee Qualifies For Job | HUMAN RESOURCES CONTACT |
|---|---|---|
| Camper, Bettina | ☒ Yes ☐ No | Mizzell, Jennifer |

| AGENCY/DEPARTMENT – OFFICE – DIVISION | HUMAN RESOURCES TELEPHONE |
|---|---|
| DOTD/Financial Services/General Ledger Unit/Baton Rouge, LA | ( 225 ) 379-1902 |

| OFFICIAL TITLE OF SUPERVISOR | DIRECT SUPERVISOR'S POSITION NUMBER | HUMAN RESOURCES EMAIL |
|---|---|---|
| Accountant Manager 4 | 87832 | 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 |
|---|---|---|
| Case, Jennifer | 13703 | Accountant Manager 1 |
| Wesley, Carissa | 11069 | 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

| 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.

| | | |
|---|---|---|
| EMPLOYEE Bettina L Camper | DATE 8/31/23 | ☑ I certify that the information in this document is true and correct to the best of my knowledge.<br>☐ 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 | DATE 08/31/23 | ☑ I certify that I agree with this document.<br>☐ 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 8/31/2023 | ☑ I certify that I agree with this document.<br>☐ 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 General Ledger Unit within the Financial Services Section of the Dept. of Transportation & Development's Management and Finance Division, which is one of the largest state agencies with an operating budget of over $559 million and consists of the following position: (3) Accountant 3.

35% Supervises and provides technical assistance for depositing and reconciling DOTD's revenues, receivables, and overload violation fines into the agency's SAP financial system. These deposits are over $50 million annually. Analyzes problem areas and institutes procedures to ensure the accuracy of revenues received and to which appropriation it applies.

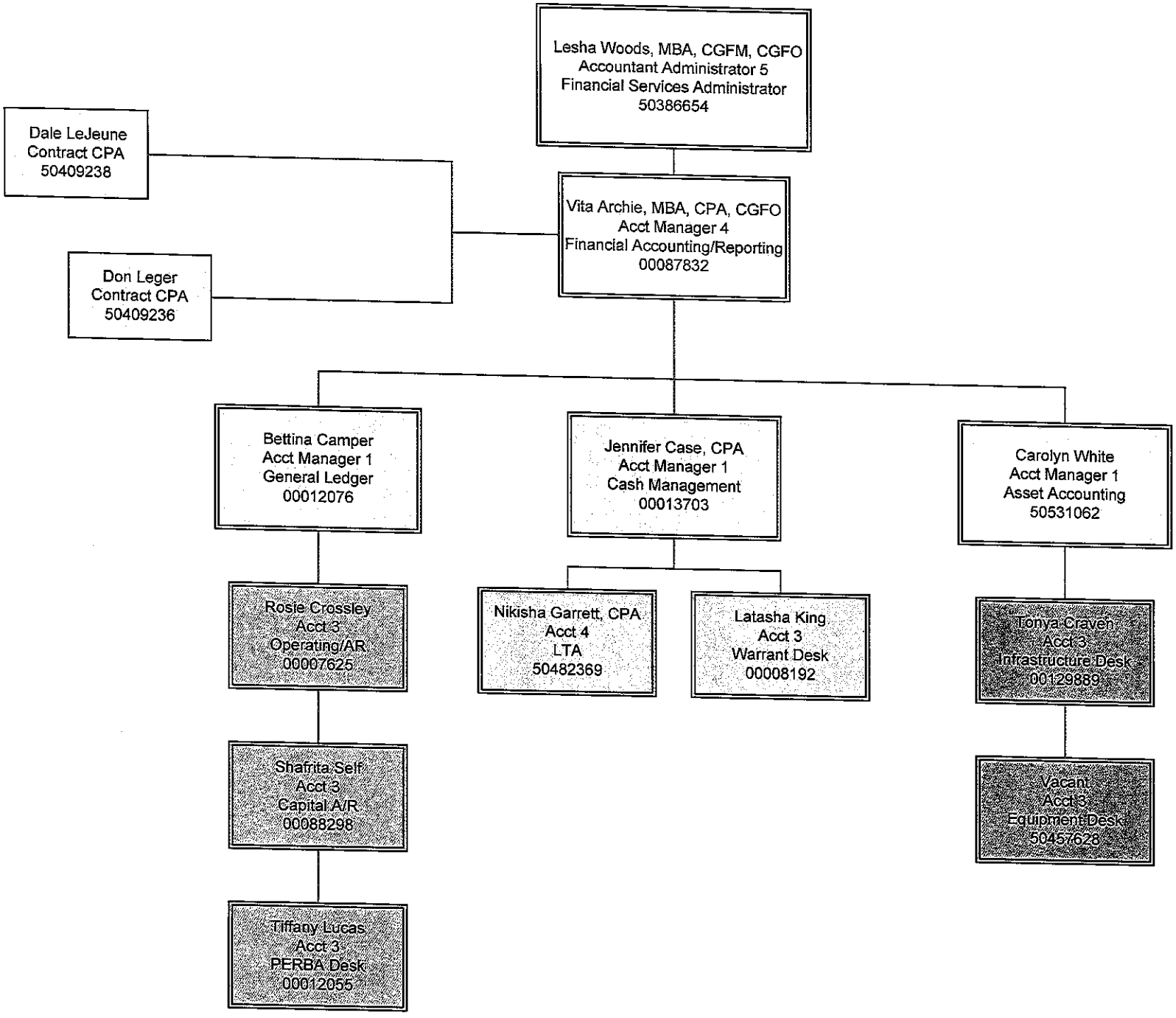
30% Assists with compiling and preparing DOTD's annual financial statements per GAAP and guidelines established by the Division of Administration. Financial statements include three current-year operating budgets with 76 individual budgeted sections totaling over $559 million. The incumbent of this position requires a working knowledge of all of DOTD's systems to ensure proper reporting of financial data. Financial statements include budgetary comparisons by operating funds and programmatic budgeting.

15% Supervises and provides technical assistance for compiling and reviewing quarterly Accounts Receivable and Debt Activity Reports in compliance with L.A. R.S. 39:79(c). These reports require gathering relevant data and information from various sources within the department for each quarter to analyze and maintain records sufficient to support reports (such as significant revenue sources, accounts receivable aging, collectability, and billing/collection activity).

10% Updates and maintains the department's listing of account codes (Cheat Sheet), which includes setting up and deleting fund structure when new funds are created and completed. These account codes classify revenues and receivables on all documents processed in the LaGov system. The incumbent researches revised statutes and submits requests to OSRAP to update and/or delete the fund structure as dictated by the statute.

10% Confers 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 as necessary, including, but not limited to, emergency/disaster support activities.

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




***Updated***
***August 30, 2023***