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:	87832

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT MANAGER 4
Job Code:	159740
Pay Level:	AS-622
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/26/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182522
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: 273	POSITION NUMBER: 87832
CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION): Accountant Manager 4	CURRENT PAY LEVEL: AS622	CURRENT OFFICIAL JOB CODE: 159740
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

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST: ARCHIE, VITA	Employee Qualifies For Job: ☒ Yes ☐ No	HUMAN RESOURCES CONTACT: Mary E. Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION: DOTD-OMF-Financial Services -15/001		HUMAN RESOURCES TELEPHONE: (225) 379-1691
OFFICIAL TITLE OF SUPERVISOR: Accountant Administrator 5	DIRECT SUPERVISOR'S POSITION NUMBER: 50386654	HUMAN RESOURCES EMAIL: 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

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: Vita Archie	DATE: 08/22/21	☒ 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: Lesha C. Woods	DATE: 8/23/21	☑ 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: 8/23/21	☑ 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 serves as the primary assistant to an Accountant Administrator 5 of the Department of Transportation and Development (DOTD), which is one of the largest state agencies. The incumbent in this position serves in both an administrative and managerial capacity. Management is exercised over multiple areas of the Financial Services Section. The position is a unit supervisor responsible for the management of the Financial Accounting and Fiscal Management of multiple systems including LaGov and ISIS. Direction is provided to ten (10) positions, three (3) direct and nine (9) indirect, in addition to student workers and consulting CPAs. In an administrative capacity, the incumbent in this position fills in for the Accountant Administrator 5 regularly in meetings, both inside and outside the Department, and also has the responsibility for administering the Annual Financial Reporting process for the Department's 3 AFRs.

Administrative Duties:

60% Assist in providing fiscal management and control over approximately $2.25 billion dollars of capital and operating expenditures and in directing the management of an independent, highly complex non-ISIS financial system for the Department. This includes providing direction and fiscal support to the accounting functions of 9 districts and 57 sections throughout the State.

Administers the development/preparation and review of the compilation of the Department's 3 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 multiple current and prior year capital outlay and operating funding units, and one Enterprise budget unit. This would include the annual financial statement of the Louisiana Transportation Authority as required by the Bond Indentures for this separate and distinct trust entity.

Assists in the enhancement and maintenance of the State of Louisiana Enterprise Resource Planning System (LaGov) by advising on functional and technical issues related to work, processes, systems, training, update of procedural manuals, and serving on change management teams.

Reviews state and federal legislation and other fiscal guidance, to provide interpretation and implementation of approved policies and procedures relating to fiscal control. Designs, revises, and/or implements accounting systems and procedures in accordance with generally accepted governmental accounting principles and theories. Develops guidelines for the maintenance and reconciliation of financial data, including, guidelines to effect adjustments to formal accounting journals, ledgers, and other records.

Serves as the department's Security Administrator for the JP Morgan bank accounts, Financial Module of SAP and ISIS access. Responsible for the technical functions that support security administration of the department's outside computer systems. Manages the functional roles, authorizations, user accounts, user groups, activity groups, generation of profiles, and security auditing.

Administers the development/maintenance of the Department's electronic data gathering system (AFR Portal) utilized by DOTD Districts and Sections to facilitate the data collection and submission of financial statement information related to the preparation of the AFR.

Managerial Duties:

35% Direct the Cash Management functions of the Department, including the Warrant Draw process for current and prior year budget units drawing over $978 million dollars annually to cover operating and capital outlay expenditures incurred in more than 25 current and prior year appropriations. Deposits are made daily with the State Treasury and are controlled using different means of financing, which includes a wide variety of funding sources such as, Self-Generated Funds, Federal Funds, Dedicated Funds, Interagency Transfer Funds, Bond Funds, Interim Emergency Board Funds and the Secretary's Emergency Funds.

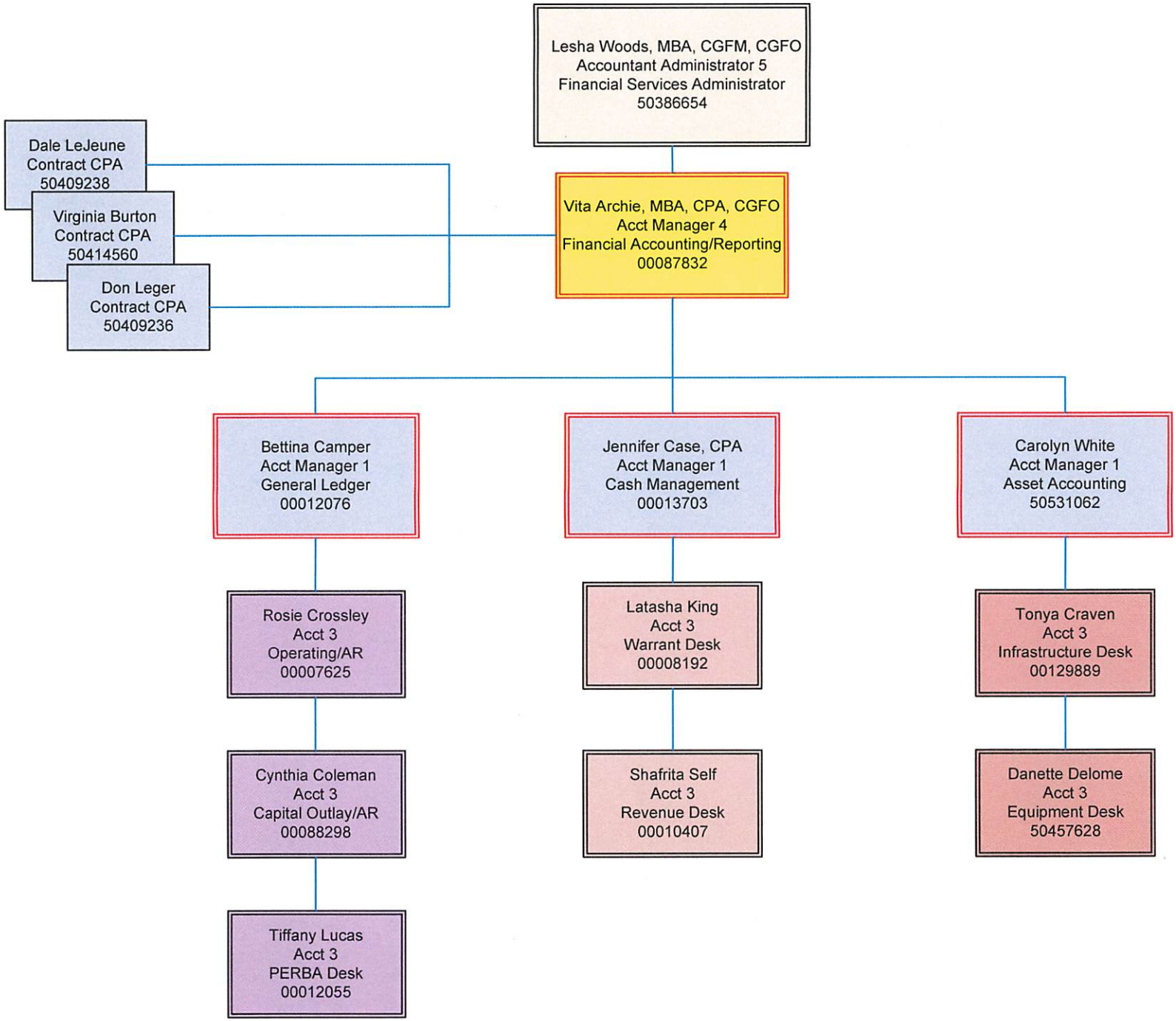
Directs the activity of employees involved in maintaining and managing the department's assets totaling approximately $10.6 billion in statewide infrastructure, buildings, movable property and intangible assets. The Department maintains a register for all asset classes (infrastructure, buildings and movable property); monitors and assists in the timely settlement of assets; ensures compliance with the Governmental Accounting Standards Board (GASB) and OSRAP fixed asset standards/policies relating to asset acquisition, settlement, impairment and disposal of assets.

Directs the accounts receivable functions of the Department. This includes establishing, collecting, adjusting, and writing off receivables associated with the operating and capital appropriations of the Department. These reports require gathering relevant data and reports from various sources within the department for each quarter for analysis and maintenance of records sufficient to support reports (such as major revenue source, aging of accounts receivable, collectability and billing/collection activity). Directs and provides technical assistance for the compilation and review of Quarterly Accounts Receivable and Debt Activity Reports in compliance with LA R.S. 39:79(c).

Miscellaneous Duties:

5% Confers frequently with and/or responding to external and internal auditors, state, federal and local officials, vendors, banking officials, attorneys, Division of Administration, Office of Statewide Reporting and Accounting Policy (OSRAP), State Treasurer's Office, State Budget Office, etc., regarding the financial operations and activities of the Department. Confers with the executive management of the Department to provide assistance to them in the decision making process, as it relates to the financial management of the Department. May be required to perform other duties as necessary including, but not limited to, emergency/disaster support activities.

While in official capacity, DOTD employees must comply with applicable Louisiana and Civil Service laws, rules, and regulations, as well as DOTD policies, procedures, manuals, and directives.



Updated
August 16, 2021