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:	7453

Allocation Action:	Affirmed
Official Allocation:	ACCOUNTANT MANAGER 3
Job Code:	159730
Pay Level:	AS-621
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	08/26/2021
Position Audited:	No
Audit Date:	
Comments:	

Log Number:	182527
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
273	7453

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL	CURRENT OFFICIAL JOB CODE
Accountant Manager 3	AS 621	159730
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 ☒ 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
Harbor, Richard	☒ Yes ☐ No	Mary Thomas
AGENCY/DEPARTMENT – OFFICE – DIVISION		**HUMAN RESOURCES TELEPHONE (**
DOTD - Management & Finanace		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

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	DATE 8/5/21	☒ 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	DATE 8/16/21	☑ 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, FSA PRINT NAME AND TITLE OF APPOINTING AUTHORITY	DATE 8/16/21	☑ 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.

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 secondary assistant to an Accountant Administrator 5 of the Department of Transportation and Development, which is one of the largest agencies with expenditure operations in excess of $2 billion annually. The incumbent in this position serves in both an administrative and managerial capacity. Management is exercised over multiple areas of the Financial Services Section. Direction is provided to eight (8) permanent positions, three (3) direct and five (5) indirect, in addition to student workers and consulting CPAs. In an administrative capacity, the incumbent in this position fills in for the Accountant Administrator as needed in meetings, both inside and outside the Department, and is also responsible for directing the administration of the Accounts Payable Program, Capital Outlay Program, Travel Program, and the Department's Credit Card Programs (LaCarte, Fueltrac & TCard).

Administrative Duties:

55% Serves as a secondary assistant to the Accountant Administrator 5 in providing fiscal management and control over approximately $2.25 billion annually in revenue and expenditure authority and in directing the management for an independent, highly complex NON-ISIS financial system for the Department. This includes providing direction and fiscal support to the accounts payable and expenditure accounting functions of 9 districts and 54 sections throughout the state.

Administers the development/preparation and reviews the compilation of the Department's Annual Financial Reports (AFR). These reports are compiled in accordance with Generally Accepted Accounting Principles (GAAP) and policies issued by the Division of Administration for a non-ISIS agency. These statements report the activity of 72 current and prior year capital outlay funding units, 1 Enterprise funding units and 21 current and prior year operating funding units. Incumbent of this position requires a working knowledge of all of DOTD's systems to ensure proper reporting of financial data, as this agency is a Non-ISIS agency. Financial statements include budgetary comparisons by operating fund and programmatic budgeting.

In an independent capacity, the incumbent confers with and/or responds to external and internal auditors, state and federal officials, vendors, contractors, attorneys, bank officials, Division of Administration, Office of Statewide Reporting and Accounting Policy, etc. regarding the financial operations and activities of the Department. Confers also, with the executive management of the Department to provide assistance to them in the decision making process, as it relates to the expenditures and project accounting of the Department.

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.

Directs the assignments of two student workers and up to two CPA consultants. Responsible for monthly reconciliations, annual financial report and related notes, development, documentation and update of Standard Operating Procedures, audit finding resolution, trend analysis and ad hoc analysis/reporting as required along with special projects as assigned.

Managerial Duties:

40% Directs the Capital Outlay disbursements and provides technical guidance to the Accountant 4 position, which encompasses fiscal control over payments totaling over $1.6 billion dollars annually in expenditures from over 175 means of financing for multi-fiscal years. These payment documents must be reviewed by researching the Project Budget (CJ20N), Expenditure and Commitment Reports (ZFPBEC) in the LaGov ECC module to determine availability of funds and proper means of financing. This research ensures that expenditures are properly charged to projects and appropriations. The payment documents are completed by reviewing coding for proper funding sources and calculation of funds distribution between federal and state fund sources in accordance with the FHWA approved amounts in FMIS. Payments are to appropriations of Capital Outlay, Aviation Improvements, Public Improvements, Capital Construction Trust Funds and Secretary's Emergency Funds. Payments are for

construction, consultants, and right-of-way acquisitions. Also manages liens filed against contractors to ensure proper application of these liens to future payments in accordance with the legal terms of the lien and proper disbursement of retainage held until contract or audit is complete.

Directs the Accounts Payable activities and provides technical guidance to the Accounts Payable Unit which processes over 100,000 documents annually totaling in excess of $2.5 billion dollars. This includes the preparation of the checks from Capital Outlay documents. The Accounts Payable Unit is responsible for reviewing, auditing and processing department documents for Employee Expense Accounts, Purchase Order Payables (MIR7), Petty Cash reimbursement (CM Press Funds) and Direct Vouchers (FV60 & FV65). These documents are utilized by DOTD to pay the operating expenses of the department that exceed $700 million annually. The Unit also reviews vendor payment expenditure information to determine proper 1099 reporting for vendors and real estate acquisitions in compliance with IRS regulations, and is responsible for the audit and processing of employee travel expenses to verify compliance with the DOTD PPM 11 and State Travel PPM 49. This unit confers on a daily basis with District and Section personnel to resolve all problems on vendor payment documents through the SAP program (LaGov ERP statewide financial system).

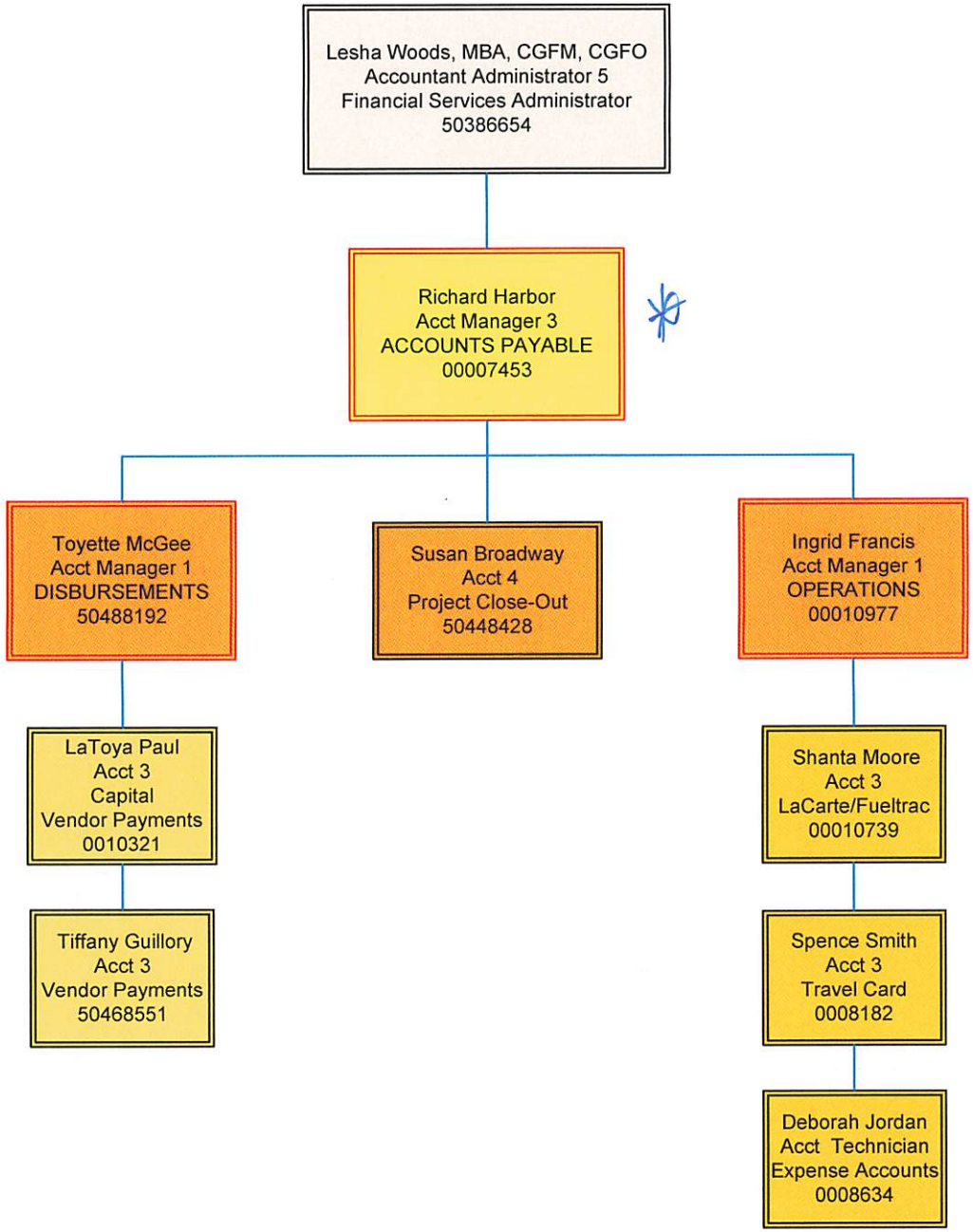
Directs the Department's Credit Card Programs and serves as Agency Program Administrator for the La Carte Purchasing Card, the Fueltrac Card, and the Travel Card Programs by coordinating, monitoring and administrating processes. This includes managing the processing of new card applications, changes to cardholder information, maintaining cardholder profiles within Bank of American's WORKS program, and providing training and assistance to all department personnel. Also, run various fraud programs in VISAINTELLECT in order to evaluate, design, and implement controls that proactively detect or prevent Fraud. Develop and update the various Department Policies regarding these programs in accordance with the State issued mandates. Serve as liaison between the District/Section Program Administrators, the State Program Administrator and Bank of America.

Directs the activity of the Student Workers in charge of records management, inventory control, and information technology for the Financial Services Section. This involves filing arrangement coordination, coordinating information by managing databases and ensuring information integrity.

Miscellaneous Duties:

5% Performs other duties as assigned by higher level fiscal staff. 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