STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Accounts Payable Supervisor
	Division and/or Subdivision Accounting Office
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.	Location of Headquarters West Sacramento
	Class Title of Position Accounting Administrator I (Supervisor)
	Position Number 541-022-4549-XXX
	Effective Date 6/2/2022

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general supervision of the Accounting Administrator II, manager of the PCARD and Accounts Payables (AP) Branch, the incumbent provides direction and oversight to a group of semi-professional and professional accounting staff and is responsible for day to day operations within the Accounts Payable (AP) Unit of the Accounting Section. Responsible for monitoring and tracking expenses to meet the financial deadlines of the organization. Preparing accurate and timely financial reporting is critical. Typical duties include:
40%*	*Plan, coordinate and monitor staff's workload in the Department of Accounting Office (DAO) which includes auditing of purchase orders, service orders, contract payments, P-Card transactions, leases, unemployment insurance, Voyager, Citibank payments, utility payments, court settlements, grant and bond payments for Natural Resources agency and other miscellaneous payment documents related to vendor payments. *Approve invoice and P-card vouchers in the Financial Information System for California (FI$CAL) system and ensure payments are applied to the correct chart field values and proper documentations are attached before submission to State Controller's Office (SCO).
35%*	*Develop, establish and maintain reporting systems necessary for the tracking and reporting of delinquent P-Card accounts and outstanding invoices and/or vouchers from the FI$CAL system. *Oversee, review and monitor the accounting processes to include but not limited to reconciliations of expenditures, encumbrances, and budget/appropriations. "Research and resolve sensitive and complex issues related to accounting transactions to ensure that the department's accounting and reporting are in compliance with State rules and regulations, established departmental policy, and any issues are resolved in a timely manner. Monitor the Department's CAL-Card/P-CARD Past Due report to avoid any accounts from being suspended. *Responsible for the annual 1099 reporting process. *Responsible for daily error correction, claim cut resolution, and monthly revolving fund replenishments and status. *Provide cash balance and cash flow analysis as needed to process the invoices. *Ensure accuracy and transparency guidelines are met as imposed by Department guidelines. *Incumbent prepares correspondence responses to departmental staff, management and other State agencies.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate

Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and date

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Accounts Payable Supervisor

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	*Respond to financial data requests from department managers, State control agencies, Federal government and various auditors, utilizing the FI$CAL accounting system.
20%*	*Interview, select, hire, evaluate, train and develop staff including preparation of annual performance reports and probation reports, disciplinary issues, organizing and prioritizing workload for staff and conducting staff meetings. *Review accounting policies and procedures and make recommendations for improvement by utilizing FI$CAL job aids, State Administrative Manual (SAM), Government Codes, CALHR rules, Departmental policies and chart of accounts. *Prepare and monitor Year-end workplan. *Prepare workload statistical reports to effectively and efficiently manage the functions of the Unit. *Follow up on staffs'performance as needed to continue staff development. Identify training needs and provide training to staff to implement new/revised procedures.
5%	Performs other related duties, special assignments, and management reports as necessary.
	Desirable qualifications: Accounts Payable knowledge and experience, great attendance, leadership skills, organizations and analytical skills, team building ability, professionalism, tactfulness.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

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