

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position CalATERS Support	
		Division and/or Subdivision Accounting – Revolving Fund / Travel	
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 Sacramento, CA	
		Class Title of Position Accountant Trainee	
		Position Number 541-022-4179-009	
		Effective Date 5/21/2018	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under close supervision of the Sr. Accounting Officer (Supervisor), the incumbent performs the professional accounting duties related to employee travel. *Reviews and audits California Automated Travel Expense Reimbursement System (CalATERS) claims to ensure claims are accurately completed and comply with departmental travel policies, State Administrative Manual (SAM), California Human Resources (CalHR), State Controller's Office (SCO) rules, and current Memorandums of Understanding (MOU). *With guidance, acts as Departmental Claims Approver then transmits claims for payment using CalATERS. *Ensures that both manual and CalATERS generated travel advances are tracked and applied to submitted expense claims accordingly.		
15%	*Enters and reconciles expenditure account information between California State Reporting and Accounting System (CALSTARS) and CalATERS. *Resolves any problems, and reconciles items pertaining to revolving fund replenishment.		
15%	*Audits relocation claims and prepares them for payment. *Calculates taxes and prepares SCO tax withholding forms. *Claim schedules revolving fund reimbursement and solves any relocation claim schedule problems. *Maintains relocation documentation file. *Posts revolving fund replenishment journal entries from SCO, resolves any problems, and reconciles items pertaining to revolving fund replenishment.		
15%	*Performs CalATERS Help Desk duties. *Will have on-going contact with departmental staff and SCO to answer CalATERS or Travel Expense Claim (TEC) questions. *Responds to inquiries from departmental employees regarding travel policy by interpreting and effectively communicating the rules and policies. *Assists all departmental staff on any travel issues and how to complete TEC forms. *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 conduct, or retaliation.			
Job qualifications and/or conditions of employment: Excellent attendance, positive attitude, tactful, professional, ability to lead and work in a group, ability to get along well with others, ability to qualify for fidelity bond, knowledge of state accounting system, good analytical skills, and good communication skills.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
CalATERS Support

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Control backup system support in establishing employee profiles in CalATERS. *Notifies new CalATERS users after CalATERS database has been established. *Assists new users in registering and completing their profile. *Assists in posting the quarterly CalATERS fees in CALSTARS.

5%

*Initiates new Travel Store/Concur profile so that users can make their own online reservations. *Approves or denies Concur reservations approval requests coming through Travel Approval e-mails.

5%

*Performs quarterly Revolving Fund (RF) check inventory. *Maintains communication with Department of Forestry and Fire Protection (CAL FIRE) regions and send reminders to submit their quarterly check stock inventory to accounting. *Fulfills Regions RF check order requests by preparing documents and sending RF checks to the requesting Region.

5%

Other job related duties as assigned.

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Employee Signature
Personnel use only

Date

☐ Posted to Directory

Supervisor Signature

Date

Initials and Date