STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16)	
	Working Title of Position Cashier Accountant Trainee
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.	Division and/or Subdivision Department of Accounting
	Location of Headquarters Sacramento Headquarters
	Class Title of Position Accountant Trainee
	Position Number 541-022-4179-022
	Effective Date 7/1/2018

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
45%	Under the direction of the Senior Accounting Officer Supervisor, the Cashier will perform a variety accounting related duties including the following: *Ensure all cash and checks received are deposited in a timely manner and in compliance with the State Administrative Manual, Section 8032.1. *Receive, open and sort daily mail by identifying transaction, type or check amount. *Research and correspond with field units, staff, outside vendor or agencies and State Treasurer Office (STO) to identify checks and Electronic Fund Transfer (EFT) payments for Federal Grant payments, In-Camp, Radio Vault lease agreements, Training, Code Enforcement and Field Report of Collections (ROC). Under the Financial Information System for California (FI$CAL) System, the Cashier will perform the following duties: *Review and record cash and check receipts into FI$CAL. *Scan checks, prepare remote bank deposit, and remit the daily bank deposit using Bank of America CashPro system. *Generate the bank deposit slip using Electronic Deposit Form (EDF) to remit daily deposit to STO. *Report large deposits to STO before the 1:30 pm cutoff. *Receive, record, and report the daily cash receipts to the field units, State Fire Marshal (SFM), or Civil Cost Recovery. *On a weekly basis, prepare and hand deliver cash and foreign checks to the bank for depositing. *Correspond with bank representatives to research any EFT outstanding deposits for remittance and reconcile with our monthly ROC report. *Research, analyze, and identify EFT as abatements, reimbursements or revenue for posting into FI$CAL. *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: Knowledge of Microsoft Excel, Word. 10-key calculator. Organizational skills. Dependability. Good attendance. Ability to follow instruction and work in a team.

"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	

Working Title of Position
Cashier Accountant Trainee

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	*Research and code miscellaneous checks received and entering it as direct journal entry into the FI$CAL System. *Reconcile, classify and post all cash receipts received by Department of Forestry and Fire Protection (CAL FIRE) and the Natural Resources Agency. *Research payments received, analyze, and post payments using FI$CAL. *Generate deposit report, record deposit information into a spreadsheet log, and distribute copies to appropriate staff. *Research, audit and record Field ROC in the FI$CAL System on a weekly basis for various units' monthly bank deposits. *Verify and reconcile the bank deposit slips to the General Cash Receipt Ledger. *Audit and reconcile the monthly Field ROC report to the cash receipt logs and distribute the cash receipt reports. *Assist Cash Clearance desk and other staff in researching and locating outstanding un-cleared collections for California State Accounting and Reporting System (CALSTARS) and FI$CAL reconciliation. *Assist customers at cashier counter.
20%	*Research and record dishonored checks in the FI$CAL System. *Process dishonored buy back request from the bank. *Create and generate aging report from the FI$CAL System, send collection letters, and maintain files for any outstanding dishonored check that is 30, 60, 90 days' delinquent. *Follow up with field units and vendors for outstanding dishonored check collection. *Generate the aging report from FI$CAL System, review and prepare write-offs for uncollectible outstanding dishonored checks. *Prepare Franchise Tax Board offset request in December for any uncollected dishonored checks after sending the 30, 60, 90 days' delinquent letter with no response. *Process and post replacement dishonored check received in the FI$CAL System. *Research, analyze, manage, and reconcile the monthly dishonored check report from the FI$CAL System to make sure all paid items have cleared.
5%	Reviewing operations and making recommendations for revision and documentation of existing desk procedures. Research and respond to inquiries from CAL FIRE staff, vendors, and client's regarding deposit issues. Sort and distribute payroll warrants to CAL FIRE staff. Correspond with Human Resources (HR) staff in researching for warrant inquires. Provide weekly status report for daily duties. Other work related duties as required. Ability to qualify for a fidelity bond.

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| Employee Signature | Date | Supervisor Signature | Date |

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Initials and Date