

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Senior Accounting Officer Specialist	
		Division and/or Subdivision DAO-Management Services/AR Unit	
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 Senior Accounting Officer Specialist	
		Position Number 541-022-4567-021	
		Effective Date 8/6/2021	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p>Under the general direction of the Accounting Administrator I manager, the Senior Accounting Officer (Specialist) work independently, using high degree of initiative, performs the more responsible, varied and complex technical duties associated with variety of Departmental Accounting Office (DAO) Accounts Receivable (AR) functions. Using the knowledge of detailed policies and procedures, incumbent performs the following duties:</p> <p>Coordinates a variety of accounting operations of the AR and Cashier functions; Reconciles monthly cash remittance reports monthly to State Controller's Office (SCO) tab run for various agency accounts for BU 3540 and BU 0540. Ensure deposits are posted correctly and accurately to the correct program and appropriation and remitted successfully to SCO.</p> <p>Analyzes, creates, and processes monthly Zero Dollar Deposit (ZDD) correction in the Financial Information System for California (FI\$Cal) and submit paper Transaction Request CA-504 to SCO. Create journal entries and journal upload in General Ledger (GL) module. Assists with month-end close process to clear outstanding items in FI\$Cal. Maintains receipt and cash remittance records in accordance with departmental Record Retention policy. Work closely with Fund Accounting Unit on clearing month-end and year-end AR reconciling items. Reconcile Unclear Account to determine where the funds belong to and transfer monies to the correct expenditures, revenues, and reimbursements account.</p> <p>*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.</p>		
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:			
"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 _____	

