

CURRENT

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)	Working Title of Position Accounts Receivable - Item Processor Payroll
	Division and/or Subdivision Departmental Accounting Office – Management Services/Accounts Receivable
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 Accountant Trainee
	Position Number 541-022-4179-700
	Effective Date 11/1/2021
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
40%	Under the direction of the Accounting Administrator I, this position will perform a variety accounting related duties including the following: Prepare, batch, and input State Controller's Office (SCO) documents into Financial Information System for California (FI\$CAL) to post payroll account receivable for the Department of Forestry and Fire Protection (CALFIRE). This includes researching and analyzing SCO documents, department's Account Receivable (AR) documents, and Memorandum of Understanding (MOU) to ensure that laws, rules, and regulations are appropriately applied. Setting up Payroll AR from SCO half sheet into the FI\$CAL system and use proper coding for the employee AR to post in the chart fields. Review and approve FI\$CAL entries for SCO half sheet being posted in the system. Generate Payroll AR Reports and Aging Reports in the FI\$CAL system. Correct posting errors in FI\$CAL. Prepares correspondence to be sent to field units and SCO for salary deductions. Resolve Payroll AR issue with Unit/Region Personnel, Accounting staff and SCO. Responsible for preparing collection letters, write off, and to follow up on aging Payroll ARs. Prepares Franchise Tax Board (FTB) documentation for annual upload. Record, track and reconcile payroll accounts receivable. This includes using excel spreadsheets, FI\$CAL reports, Access database, and manual logs to track all payroll Accounts Receivables for the department.
35%	Communicate with all field units for payroll accounts receivable information. Prepare correspondence to send to SCO, field units, employees, and various other internal and external sources. Monitor the Payroll AR inbox. Research and respond to inquiries from CAL FIRE staff, employees, separated employees, vendors, and client's regarding payroll AR issues.
	*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, and dependable. Must have the 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 <input type="checkbox"/> Posted to Directory _____	
Initials and date _____	

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position
Accounts Receivable Specialist/Payroll
Accounts Receivable (AR) Item Processor

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

20%

Reviewing operations and making recommendations for revision and documentation of existing desk procedures. Assist all other AR staff with processing invoices such as State Fire Marshall and FC-80. Assist Cashiering with opening mails, date stamping, and approving the bank deposit in CashPro. Performs other miscellaneous related duties as required, including year-end accruals and adjustments. Provide monthly status report for daily duties.

5%

Other work-related duties as required such as helping with special projects as directed. Ability to qualify for a fidelity bond.

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Personnel use only

Posted to Directory

Initials and Date