

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Associate Accounting Analyst	
		Division and/or Subdivision Departmental Accounting Office-AR/Cashiering 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 Associate Accounting Analyst	
		Position Number 541-022-4588-XXX	
		Effective Date July 2022	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p>Under the general direction of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst performs the professional and complex accounting duties in the Accounts Receivable (AR) Cashiering Unit. The incumbent will be responsible for maintaining accounting records in the Financial Information System of California (FI\$Cal), performing AR and cash receipt reconciliations, uncleared collections, and running FI\$Cal reports for the Departmental Accounting Office (DAO) Accounts Receivable (AR) Unit. Coordinates and works with the General Ledger (GL) and Billing Unit for month-end and year-end reconciliation correction adjustments. Using the knowledge of detailed policies and procedures, incumbent performs the following duties:</p> <p>Performs various accounting operations of reconciliation activities and projects including, but not limited to, cashiering and accounts receivable (AR) functions. Analyzes complex accounting functions and reconciles monthly cash remittance reports with the Financial Information System for California (FI\$Cal) records against the State Controller's Office (SCO) records for BU 3540, BU 0540, and BU 3110. Ensure deposits are posted correctly and accurately to the correct program and appropriation and remitted successfully to SCO. Analyzes and reconciles various funds which includes General Fund and Federal Trust Fund. Research problems, determines causes, correct errors by creating a Zero Dollar Deposit (ZDD) in AR module, create journal entries in GL module, and submit paper Transaction Request CA-504 to SCO. Takes appropriate actions to reconcile the identified discrepancies between the SCO reports and the balances, deposits, and payment disbursements in FI\$Cal. Maintains receipt and cash remittance records in accordance with departmental Record Retention policy. Work closely with GL and Billing Unit to clear month-end and year-end AR reconciling items. Communicates with accounting personnel and FI\$Cal, SCO, and Department of Finance (DOF) to resolve specific accounting errors.</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: Dependability, ability to work well with others, good written and oral communication skills, knowledge of personal computer, spreadsheets and databases, 10-key calculator.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

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>Review monthly accounts receivable FI\$Cal reports for accuracy and completeness including, but not limited to, verifying all payments were posted against the correct account and verifying that all accounts receivable established were accurate and have supporting documentation. Performs analyses of financial transactions, interprets financial data, reconciles expenditure, revenue, and reimbursement, and records complex accounting transactions into the FI\$Cal System. Assist other staff in resolving issues with transaction posting and reconciling items. Research and correct deposit errors. Review and monitor outstanding Month End Closing (MEC) and Year End Closing (YEC) items. Reconcile AR Transactions. Reconcile expenditures and reimbursements transactions and request for zero-dollar budget chart of accounts set up.</p>
25%	<p>Utilizing the Trial Balance Report, FI\$Cal queries, and the Department's deposit logs to monitor the uncleared account balance. Reconcile Unclear Account to determine where the funds belong to and allocate monies to the correct expenditures, revenues, and reimbursements account. Run the daily and month end FI\$Cal queries to ensure all transactions have posted correctly. Review, analyze, and correct Cash Validation (CVAC) errors and AR suspense error transactions. Open FI\$Cal tickets to resolve deposit issues. Reconcile, reclass, and allocate interface TC-30, ARF, and CR0 deposits by running FI\$Cal queries to locate payment and create ZDD in AR module to record entries to departmental detail level coding. Review, analyze, reconcile large volume of advance collection payments for various funds and remit to SCO.</p>
15%	<p>Monitors new FI\$Cal enhancements, perform research and testing with immediate supervisor. Monitor, create, and update payment speed charts in FI\$Cal for various programs. Prepare year-end accrual journal entries for BU 3540, BU 0540, and BU 3110. Responsible for preparing and submitting the annual Dishonored Check Report for Agency Accounts to SCO. Prepare cash collection reporting to GL Unit as needed for cash forecasting and PFA purposes. Assist with training new employees and assist the managers with finding solutions for complex AR problems. Assist with Zero Balance Account (ZBA) and credit card reconciliations as needed. Develop and maintain desk procedures and flow charts. Assigned special projects.</p>
5%	<p>Attend team meetings. Prepare and submit status reports to management as requested. Back up to the cashier room and other accounting desks when necessary.</p>

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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 _____
Personnel use only <input type="checkbox"/> Posted to Directory		_____ Initials and Date	