

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 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 Senior Accounting Officer, Specialist	
		Position Number 541-022-4567-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.		
25%	Under the general direction of the Accounting Administrator I manager, the Senior Accounting Officer (Specialist) will 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 Receivables (AR) Cashiering functions. Using the knowledge of detailed policies and procedures, incumbent performs the following duties: Oversees the Natural Resource Agency (CNRA) deposits. Reconciles and Apply payments received to the accounts (cash, payroll deductions, and overpayments). Review the coding for accuracy and approve and remits the fund to the State Treasurer's Office (STO) timely and accurately. Research issues and correct deposit errors. Maintains all supporting documentation for any corrections or adjustments. Work closely with STO to ensure deposits are credited timely and accurately to the agency bank account. Process STO Agency Trust Account Adjustment (ATA) and supplemental deposit slips. Review and monitor outstanding Month End Closing (MEC) items. Request for zero-dollar budget chart of accounts set up for budget errors. Reconcile Unclear Account to determine where the funds belong to and transfer monies to the correct expenditures, revenues, and reimbursements account.		
25%	Monitor and manage the Zero Balance Account (ZBA) for the Department of Forestry and Fire Protection (CAL FIRE) and the Natural Resource Agency (CNRA). Performs ZBA reconciliation for various CALFIRE programs such as Board of Forestry and Office of the State Fire Marshal, which the ZBA transactions consist of credit card and wire transfer payments. Reconcile ZBAs transactions against various credit card statements such as Elavon, Acadia, SNAP Pay, bank wire detail payment, spreadsheet logs, and FISCAL queries. Correspond with the bank representatives, State Treasury Office (STO), and CALFIRE programs to research and provide payment detail information regarding the ZBA payment. Review, analyze, and identify payments as abatements, reimbursements, revenue, or reverted appropriation, and record ZBA cash receipts in FISCAL Review and record cash receipts and remit monies to the State Controller's Office (SCO). Update and track deposit information on the ZBA logs. *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:			
"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 _____	

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 and analyze the credit card statements for customer's disputes and refunds through the merchant credit card system.</p> <p>Coordinates a variety of accounting operations of the AR and Cashier functions; Reconciles monthly cash remittance reports 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. 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.</p>
15%	<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. Assist other staff in resolving issues with transaction posting and reconciling items. Research and correct deposit errors. Reconcile monthly APO transactions with FI\$Cal queries and SCO Tab run to ensure interfaced payments are reclassified correctly in FI\$Cal. Reconcile and reclass advance collection payment to the correct appropriation. Assist with Cash Validation (CVAC) errors and AR suspense error correction. Open FI\$Cal tickets to resolve deposit issues.</p>
10%	<p>Train new employees and assist the managers with finding solutions for complex AR problems. Assist other staff in resolving issues with transaction posting and reconciling items. Prepare year-end accrual journal entries for BU 0540 and BU 3110. Develop and maintain desk procedures. Assigned special projects. Attend team meetings. Prepare and submit status reports to management as requested. Back up other accounting desks when necessary.</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>

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

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