STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT  
PO-199 (06/16)

**Working Title of Position**  
Accounts Receivable (AR) Item Processor - Payroll

**Division and/or Subdivision**  
Departmental Accounting Office – Management Services/Accounts Receivable

**Location of Headquarters**  
West Sacramento

**Class Title of Position**  
Accounting Officer Specialist

**Position Number**  
541-022-4546-XXX

**Effective Date**  
7/1/2022

<table>
<thead>
<tr>
<th>Percentage of Time Required</th>
<th>Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Under the general supervision of the Accounting Administrator I, this position will perform a variety accounting related duties including the following:</td>
</tr>
<tr>
<td></td>
<td>Post employee’s payroll accounts 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 the employees Payroll AR from SCO half sheet into the FISCAL system and use proper chart of accounts coding according to the employee reporting structure and services location. Review and approve FISCAL entries for SCO half sheet being posted in the system. Correct posting errors in FISCAL. Prepares correspondence to be sent to field units and SCO for salary deductions. Record, track and reconcile payroll accounts receivable. This includes using excel spreadsheets, FISCAL reports, Access database, and manual logs to track all payroll accounts receivables for the department. Preparation and reconciliation of ARO (Accounts Receivable Transfer) excel files for reclassifying FISCAL codes for PAR items and uploading the Journal Entries in GL (General ledger) Module of FISCAL. Prepare STD-995A (Agency Collection Accounts Receivable) and STD-995R (Refund of Over-collected AR) reports and submit to SCO. Monitor the Payroll AR inbox. Reviewing operations and making recommendations for revision and documentation of existing desk procedures.</td>
</tr>
<tr>
<td>30%</td>
<td>Monitoring and review the past due Payroll AR items. Communicate with Headquarter Personnel Specialist (PS) and Field Units PS to resolve any discrepancies. Reviewing payroll deduction and check payment for reverted year and provide chart of accounts coding to cashier for remittance, the payment and liquidate AR items in FISCAL. Run and review Cash Receipts</td>
</tr>
</tbody>
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"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 CALFIRE 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 CALFIRE 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."

<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Personnel use only</td>
<td>Posted to Directory</td>
<td>Initials and date</td>
<td></td>
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### Working Title of Position
Accounts Receivable (AR) Item Processor - Payroll

### Position Essential Functions

#### Duties Statement

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<td>Report from Financial Information System for California (FI$CAL) and reconcile the payments posted to uncleared collections account. Research and make necessary adjustments in FI$CAL for these reconciliation items. Responsible for preparing collection letters and pre-intercept notice send to active and inactive employees. Prepares Swift files and upload to Franchise Tax Board (FTB) annual for intercept process. Prepares files and send to third party collection agency. Review and prepare form STD 27 for Discharge from Accountability and submit package to supervisor, upper management, and the SCO for review and approval.</td>
</tr>
<tr>
<td>5%</td>
<td>Periodically run Aging Report for Payroll Accounts Receivable (AR) items- and distribute the report to field units and HR. Run various FI$Cal reports to ensure all posting transactions and errors are cleared. Prepare Year-End Reclass for Reverted Appropriation. Prepare Year-End Accruals and adjustment. Assist with month-end closing (MEC) and year-end closing (YEC) process as needed. Provide weekly and monthly status report for daily duties to management. Assist all other AR staff with processing invoices such as Billing for State Fire Marshall and FC-80 (Camp Projects and Products order form).</td>
</tr>
<tr>
<td></td>
<td>Assist Cashiering with processing daily bank deposit in CashPro. Assist Cashiering Unit with opening mails and date stamping. Assist other payment processor duties as needed.</td>
</tr>
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Desirable qualifications:

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**Job qualifications and/or conditions of employment:**

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**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

**Personnel use only**

- [ ] Posted to Directory

**Initials and Date**