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

**Working Title of Position**  
Incident Claim Auditor

**Division and/or Subdivision**  
Emergency Response Finance and Data Analytics

**Location of Headquarters**  
West Sacramento

**Class Title of Position**  
Accountant Trainee

**Position Number**  
541-040-4179-001

**Effective Date**  
March 2022

### Percentage of Time Required

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Time Required</th>
<th>Details</th>
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<tbody>
<tr>
<td>45%</td>
<td></td>
<td>Under the supervision of the Senior Accounting Officer (Supervisor), the incumbent performs the professional accounting duties related to Emergency Fund Incident Claims. Incumbent must possess knowledge of accounting principles and procedures in completing tasks, including but not limited to: analyze data, draw sound conclusions and provide recommendations and/or elevate issues to management as appropriate; generate and maintain accounting records/reports as directed; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; and complete assignments in a timely and efficient manner.</td>
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<tr>
<td>35%</td>
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<td>*Review and analyze incident fire documents, including but not limited to Federal, State and County invoices, vendor invoices, County contract billings, and FC-77s including travel claims, meal records, equipment usage, time reports and all other supporting documentation and process invoices for payment. *Analyze invoice and payment documents for compliance with the State Administrative Manual, California Code of Regulations, Government Code, Collective Bargaining Memorandums of Understanding, and the Department of Forestry and Fire Protection (CAL FIRE) policies and regulations. *Review documents for legality of purchase and request justification from field units as applicable.</td>
</tr>
</tbody>
</table>

*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:** Incumbent is expected to communicate tactfully and effectively (orally and in writing) in dealing with internal and external stakeholders. This position requires incumbent to maintain consistent and regular attendance and adhere to department policies and procedures regarding attendance and use of leave. Overtime may be required during peak times and special projects.

"We have discussed this document in its entirety and understand the duties of this position."

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<table>
<thead>
<tr>
<th>Employee Signature</th>
<th>Date</th>
<th>Supervisor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personnel use only</strong></td>
<td>[ ] Posted to Directory</td>
<td>Initials and date</td>
<td></td>
</tr>
</tbody>
</table>
Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:

10%
*Review expenditure documents, such as Material, Requisition or Transfers, Journal Vouchers, Travel Expense Claims, etc., charging the Emergency Fund for valid incident numbers and compliance with the CAL FIRE Handbook and California Budget Act.

5%
*Maintain ongoing contact with field units, Department of Corrections, U. S. Forest Service, Federal Bureau of Land Management, Federal Bureau of Indian Affairs, U. S. Park Service and Department of the Military staff regarding issues with billing invoices. *Reviews policies and procedures to resolve billing discrepancies and provide recommendations to supervisor.

5%
*Assist with accrual reports for year-end financial statements and all other Fi$Cal-related unit functions. *Assist in development of unit procedures pertaining to Fi$Cal Accounts Payable processes associated with the Emergency Fund. *Perform other related duties as required.

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Employee Signature __________________________ Date __________________________
Supervisor Signature __________________________ Date __________________________

Personnel use only □ Posted to Directory

Initials and Date