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**  
Accounting-Accounts Payable

**Location of Headquarters**  
West Sacramento

**Class Title of Position**  
Senior Accounting Officer (Specialist)

**Position Number**  
541-022-4567-XXX

**Effective Date**  
7/28/2022

### Percentage of Time Required

<table>
<thead>
<tr>
<th>Time Required</th>
<th>Description</th>
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<tbody>
<tr>
<td>40%</td>
<td>Under general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) performs the more complex accounting duties which require an understanding of the entire accounting process. Responsible for utilizing technical expertise and analytical skills for the unit. Acts in a lead capacity to provide training, instruction, guidance and assistance to other staff. Specific duties include:</td>
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<td>30%</td>
<td>*Acts as a second approver for Financial Information System for California (FI$Cal) vouchers. This includes reviewing and certifying vouchers for payments before submission to the State Controller’s Office (SCO). Ensures proper authorization, documentation and approvals are present. *Reviews and resolves denied vouchers and voucher build errors. *Responds to management, SCO, and FI$Cal inquiries regarding invoices, grants and contracts. *Responsible for tracking expenses, reconciling expenses with SCO records and initiates appropriate action to correct discrepancies. *Responsible for monitoring, identifying, and analyzing the FI$Cal Dashboard, denied and budget exception vouchers, and resolving issues to provide accurate financial reporting to management. *Submits tickets to FI$Cal for any AP related issues and tracks all tickets submitted.</td>
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**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.”

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<tr>
<th>Employee Signature</th>
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**Personnel use only**  
☐ Posted to Directory  
Initials and date
### Working Title of Position

Senior Accounting Officer (Specialist)

### Position Essential Functions

**Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.**

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<th>Duties and Responsibilities</th>
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<td>15%</td>
<td>*Assists in analyzing, auditing and creating vouchers for the more complex grants, contracts, and PCARD invoices. *Assists in providing proper coding information for abatement checks received. *Assists in running PO receipt report in Fi$Cal and distributes workload to staff. *Back up to AP managers when needed. Analyzes accounting needs and provides input for policy decision making to management. Assists managers in updating new policies affecting the unit. Assists in reviewing grants and contracts to ensure compliance with the contract language and grant agreement. *Log contracts submitted to SCO.</td>
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<tr>
<td>10%</td>
<td>*Assists in special projects such as but not limited to California Public Record Acts requests and responding to audit inquiries. *Assists in revolving fund reimbursements and vendor issues. Assists in reviewing and forwarding grants and contract agreements to SCO. *Assists in calculating late penalty payments in accordance with the Prompt Payment Act.</td>
</tr>
<tr>
<td>5%</td>
<td>Other duties as required such as helping with special projects as directed. Performs back up duties for vacant positions or absent staff to provide coverage as needed.</td>
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Desirable Qualifications:

Good written and oral communication skills, proficient in Excel and Word, 10-key calculator. Good work habits and attendance, dependability and ability to meet deadlines, accounting knowledge and experience, customer service skills, ability to follow direction and working well with others in a team environment.

*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.*

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