Working Title of Position
Accountant Trainee

Division and/or Subdivision
Accounting Office/ Accounts Payable

Location of Headquarters
West Sacramento

Class Title of Position
Accountant Trainee

Position Number
541-022-4179-718

Effective Date
7/1/2022

Percentage of Time Required

40%

Under the general direction of the Accounting Administrator I (Supervisor) over the Accounts Payable Unit, this position performs the following functions:

* Analyze, audit, and create invoice vouchers for purchase orders, service invoices, contracts, leases, utilities, and other miscellaneous purchases for compliance with the State Administrative Manual (SAM), Government Codes, Memorandum of Understanding (MOU), Department of General Services (DGS) and the Department of Forestry and Fire Protection (CALFIRE) rules and regulations. * Record the payment transaction in the Financial Information System for California (FI$CAL) system. * Review, verify and approve invoice and P-Card vouchers for accuracy of the accounting transactions in the FI$CAL system and to ensure proper chart field values are entered, with approvals and proper documentations are attached before submission to State Controller’s Office (SCO) for payment. * Process denied and reset vouchers. * Process escheat claims and stop payment requests.

40%

* Research, analyze and resolve invoice discrepancies by generating reports in the FI$CAL system and exporting data to Excel spreadsheet to ensure timely and accurate payments. * Review and resolve coding line discrepancies as identified by journal voucher (JV). * Calculate and process late payment penalties in accordance with the Prompt Payment Act. * Assist in reviewing and reconciling contracts, lease agreements and revolving fund reimbursement for compliance.

* 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: See Page 2

"We have discussed this document in its entirety and understand the duties of this position."
<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>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>15%</td>
<td></td>
<td>*Communicate with headquarters personnel (including management), vendors, control agencies and field offices in responding to inquiries and/or questions pertaining to payment issues and provide appropriate and timely research for payment inquiries. *Assist other staff on invoices, transaction, and supplier problems.</td>
</tr>
<tr>
<td>10%</td>
<td></td>
<td>Assist with developing and writing accounting desk procedures pertaining to FISCAL accounts payable process. Assist with year-end closing accrual entries. Provide status reports to management.</td>
</tr>
<tr>
<td>5%</td>
<td></td>
<td>Other duties as required such as helping special projects as directed, sorting mail, logging and filing. Acts as a back-up to other staff when needed.</td>
</tr>
</tbody>
</table>

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Job qualifications and/or conditions of employment: Knowledge and ability to apply accounting principles and procedures; analyze data and draw sound conclusions; good communication and writing skills; prepare clear and concise reports; proficient with Microsoft Office. Establish and maintain good relationships with those in contact at the work place.

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