

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Accountant Trainee</u>	
		Division and/or Subdivision <u>Departmental Accounting Office – Travel Unit</u>	
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 <u>West Sacramento</u>	
		Class Title of Position <u>Accountant Trainee</u>	
		Position Number <u>541-022-4179-701</u>	
		Effective Date <u>8/19/25</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the close supervision of Accounting Administrator I, Supervisor, the incumbent performs the professional accounting duties related to employee travel within the Departmental Accounting Office (DAO) of the Department of Forestry and Fire Protection (CAL FIRE). Duties include, but are not limited to:		
30%	*Reviews and audits California Automated Travel Expense Reimbursement System (CalATERS) Global claims to ensure claims are accurately completed and comply with Departmental travel policies, State Administrative Manual (SAM), California Human Resources (CalHR), State Controller's Office (SCO) rules, and current Memorandums of Understanding (MOU). *With guidance, acts as Departmental Claims Approver then transmits claims for payment using CalATERS Global. *Enters and reconciles expenditure coding information and resolving formatting issues before releasing travel claims from CalATERS to FI\$Cal.		
20%	*Performs CalATERS Help Desk duties such as monitors and responds to emails and phone calls *Will have on-going contact with departmental staff and SCO to answer CalATERS or Travel Expense Claim (TEC) questions. *Responds to inquiries from departmental employees regarding travel policy by interpreting and effectively communicating the rules and policies.		
	*Assists all departmental staff on any travel issues and how to complete TEC forms. *Assists with hotel authorization forms. *Assists with hotel folios request. *Assists with establishing employee profiles in CalATERS and Concur. *Notifies new users when profiles have been established. *Assists new users in registering and completing their profile. *Approves and denies Concur reservations approval requests coming through the Travel Approvals Inbox.		
	*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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they encounter 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.

15%

\*Assists with approving CalATERS Global generated travel advances. \*Assists with processing manual travel advance requests and recording in CalATERS Global and the Financial Information System for California (FI\$Cal).

5%

Other job-related duties as necessary.

Desired Qualifications:

- Ability to lead and work in a group.
- Ability to qualify for a fidelity bond.
- Public sector accounting experience.
- Excellent customer service skills
- Experience in Microsoft Suites (Excel)

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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

☐ Posted to Directory

Initials and Date