STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16)	
	Working Title of Position Accountant Trainee
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.	Division and/or Subdivision Departmental Accounting Office-AR Unit
	Location of Headquarters West Sacramento
	Class Title of Position Accountant Trainee
	Position Number 541-022-4179-738
	Effective Date 7/21/25

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee will perform a variety of professional accounting related duties, such as maintaining accounts and records on agency activities, departmental systems and central fiscal activities within the Financial Information System for California (FI$Cal), while receiving training. Typical duties include, but are not limited to:
45%	*Audit daily Headquarter (HQ) Reports of Collection and key and code payments in the FI$Cal Accounts Receivable (AR) submodule for the Department of Forestry and Fire Protection (CAL FIRE) Fire Protection Program for all Customer Item Payment (CIP) transactions, such as State Fire Marshall (OSFM) Training Invoices, OSFM Fire Life & Safety (FLS) Invoices, Schedule A invoices, the Incamp (FC-80) Radio Vault, Lease Invoices, Miscellaneous Invoices, Reimbursement Invoices, and Wildland Invoices. *Research and respond to inquiries from CAL FIRE staff, vendors, and clients regarding remittance issues. *Assist with miscellaneous direct journal payment (DJP) and assist other Accountant Trainees as needed.
25%	*Reconcile the monthly HQ Report of Collection to cash receipt logs. *Run FI$Cal reports and reconcile daily deposits to State Controllers Officer (SCO) Journal Entry (JE) documents. *Monitor and clear outstanding deposits in AR submodule in a timely manner. *Work closely with AR Billings unit to clear outstanding AR items in the AR submodule. *Reconcile AR transactions and work with Fund Accounting Unit to clear month-end and year-end reconciling items.
	*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:

"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		

Working Title of Position
Accountant Trainee

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Assist with Cashier Desk scan checks and prepare remote bank deposits using Bank of America CashPro system. *Generate bank deposit slips in FI$Cal and remit daily deposits to SCO. *Report large deposits to the State Treasurer's Office (STO). *Ensure all cash and checks received are deposited in compliance with the State Administrative Manual, Section 8032.1. *Assist customers at the cashier counter. *Research and respond to inquiries from CAL FIRE staff, vendors, and clients regarding deposit issues.
10%	*Review and update operations and make recommendations for revision and documentation of existing desk procedures. *Sort and distribute payroll warrants to CAL FIRE staff. *Assist with receiving, opening, and sorting daily mail. *Correspond with Human Resources (HR) staff to search for warrant inquires. *Provide weekly status report for daily duties.
5%	Assist in year-end closing process and perform other job-related duties as needed. **Desirable Qualifications:** • Microsoft Application Experience.
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Employee Signature	Date	Supervisor Signature	Date

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Initials and Date