

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Accountant Trainee	
		Division and/or Subdivision DAO/PCARD Unit	
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 West Sacramento	
		Class Title of Position Accountant Trainee	
		Position Number 541-022-4179-707	
		Effective Date 1/16/24	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the close supervision of the Accounting Administrator I (Supervisor), the Accountant Trainee performs less complex accounting functions related to the Purchase Card (P-Card) unit. Duties include, but are not limited to: *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 Department of Forestry and Fire Protection (CAL FIRE) 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 ensure proper chart field values are entered, attaching approvals and proper documentations before submission to State Controller's Office (SCO) for payment. *Process denied and reset vouchers. *Process escheat claims and stop payment requests.		
30%	*Research, analyze and resolve invoice discrepancies by generating reports in the FI\$Cal system and exporting data to Excel spreadsheets 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:			
"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 _____			

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% *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 with invoices, transactions and supplier problems.

10% *Assist in developing and writing accounting desk procedures pertaining to FI\$Cal Accounts Payable process. *Assist with year-end closing accrual entries. *Provide status reports to management.

5% Other job-related duties as required, such as helping with special projects as directed, sorting mail, logging, and filing. Act as a back-up to other staff when needed.

Desired Qualifications:

- Public Finance experience
- Experience with Microsoft Office Suite (Word, Excel)

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Initials and Date

Date