

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 Departmental Accounting Office – Travel 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, CA	
		Class Title of Position Accountant Trainee	
		Position Number 541-022-4179-725	
		Effective Date 1/6/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the close supervision of the Accounting Administrator I, (Supervisor), the incumbent performs the professional accounting duties related to revolving fund and employee travel. Duties include but are not limited to:		
30%	*Review and audit travel claims for payment via the California Automated Travel Expense Reimbursement System (CalATERS) Global ensuring they comply with departmental travel polices, the State Administrative Manual (SAM), the California Department of Human Resources (CalHR), the State Controller's Office (SCO), and current Memorandums of Understanding (MOU). *Enter and reconcile expenditure account information before releasing travel claims from CalATERS to the Financial Information System for California (FI\$Cal). *Audit and process travel claims submitted via the manual Travel Expense Claim (STD. 262) in FI\$Cal.		
20%	*Perform CalATERS Help Desk duties. *Will have continuous contact with departmental staff and SCO to answer travel questions. *Respond to inquiries from employees regarding travel policy by interpreting and effectively communicating the rules and policies.		
	*Assist with US Bank lodging receipts and lodging authorization forms. *Review and approve travel advance requests *Clear travel advances in CalATERS. *Assist with vouchers and journal entry errors. *Assist with special projects relating to travel *Backup to other accounting staff workloads. *Provide status reports to management.		
	*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		

Percentage of Time Required

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

5%

Other job-related duties as assigned. Assist Revolving Fund Unit as needed.

Desirable Qualifications:

- Ability to collaborate in a group setting
- Ability to qualify for Fidelity Bond
- Knowledge of accounting systems
- Excellent analytical and communication skills
- Ability to effectively communicate verbally and in writing
- Experience in Microsoft Suite: Word, Excel

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 Employee Signature
 Personnel use only

 Date

Posted to Directory

 Supervisor Signature

 Date

 Initials and Date