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 Fiscal Services/Emergency Response Billing 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 541-040-4179-004
	Effective Date February 2025

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 incumbent performs the professional accounting duties related to Emergency Fund cost recovery billings. Incumbent must possess knowledge of accounting principles and procedures in completing tasks, including but not limited to: analyze data, draw sound conclusions and provide recommendations and/or elevate issues to management as appropriate; generate and maintain accounting records/reports as directed; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; and complete assignments in a timely and efficient manner. Duties include but are not limited to: *In accordance with the State Administrative Manual, California Government Code, Collective Bargaining Memorandum of Understandings, Federal Emergency Management Agency (FEMA)/Fire Assistance Management Grant (FMAG) policies and procedures, and CAL FIRE policies and procedure, compiles expenditures charged to incidents and develops detailed cost recovery packages utilizing the automated Activity Reporting and Costs (ARC) system for reimbursement of CAL FIRE's emergency response activity costs. *Reviews for eligibility and subsequent reimbursement labor and operational costs, including but not limited to: CAL FIRE personnel and equipment reports (eFC-33), incidental expenses, vendor invoices, including local, state, and federal government agencies, aircraft reports from the Aviation Information Management System (AIMS), incident specific travel claims from CalATERS, and emergency worker charges. *Completes expense adjustments as necessary in the ARC system and updates FEMA/FMAG logs with final ARC data. *Finalizes FEMA and FMAG cost recovery packages by Cal OES and FEMA deadlines, including but not limited to: categorization of FEMA and FMAG source documents and accurately labeling (hard copies and electronic files) in proper sequence to substantiate final ARC reports.*Responsible for uploading final packages into FEMA s grant portal. *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."

Employee Signature	Date	Supervisor Signature	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.
30%	*Reviews Assistance by Hire (ABH) and Cost Share Packages in accordance with State Administrative Manual, California Government Code, Collective Bargaining, cooperative partner agreements, Emergency Response Billing Unit (ERBU) procedures, and CAL FIRE policies. *Ensures correct billing rates are charged and determines if incident costs are eligible for emergency fund billing. *Generates invoices for finalized cost recovery packages. *As directed by supervisor, contacts federal, state, and local government agency representatives, CAL FIRE management, regional and field staff in the settlement and agreement of allowable and disallowable costs and rates for labor and equipment used for inclusion in ARC packages.
10%	*Reviews expenditure documents including but not limited to Material, Requisition or Transfers (MRT's), Journal Vouchers, and travel Expense Claims that are charging against the Emergency fund for valid incident numbers and compliance with the CAL FIRE Handbook and California Budget Act. *Verifies and provides FI$Cal Chart of Account coding to departmental Accounting Office, State Controller's Office (SCO), and State Treasures Office (STO) remittance coding (TC-30) associated with Emergency Fund Accounts receivable payments received for current and revert year as applicable. *Assists with resolving issues associated with billing invoices.
10%	*Assist with various Unit functions, including but not limited to maintenance of billing reports, collection log, FEMA/FMAG cost recovery logs and reporting tools such as SharePoint, Power Business Intelligence Dashboards. *Assists with ARC data errors and entry corrections. *Assists with resolution of accounting -related issues and discrepancies in accounting data/reports. *Assists with fiscal year-end functions such as completion of accrual reporting and SCO FI$cal accounts receivable coding projects.
10%	*Assists with other cost recover support functions associated with the Emergency Fund as required, including but not limited to Cal OES and/or FEMA audits of reimbursement packages and requests for information, and providing collection data requested by the Budget Office, Department of Finance, and Cal OES. *Assists with development and revision of Job Aids and procedures.
	*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.

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Job qualifications and/or conditions of employment: Overtime may be required during peak fire season, when approved

"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