

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>DAO/Labor Accounting</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>541-022-4179-732</u>
		Effective Date <u>03/13/2025</u>
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	
40%	<p><u>Under the close supervision of the Accounting Administrator I (Supervisor), the incumbent performs professional accounting work in the maintenance of fiscal records while receiving training. Duties include, but are not limited to:</u></p> <p><u>*Review the FC-42, Non-Department of Forestry and Fire Protection (CAL FIRE) Employee Emergency time sheet, which includes reviewing mathematical computations, signatures, pay rates, compliance with Fair Labor Standards Act (FLSA) regulations, and federal and state tax computations. *Verify that the AO-59, Emergency Fire Time Transmittal Letter, lists all the checks issued for accuracy. *Verify that FC-42 amounts agree with the transmittal letter, check counterfoils and summary reports. *Maintain and update records in the FC-42 Excel spreadsheet logs. *Prepare the FC-42 claim schedule for Revolving Fund account 351 reimbursement. *Complete account 351 reclassification and manual allocation of FC-42 expenditures in Financial Information System for California (FI\$Cal.)</u></p>	
20%	<p><u>*Request Revolving Fund checks on bi-weekly basis for deposit at Bank of America for pre-deposit of Employment Development Department (EDD) and Internal Revenue Service (IRS) personal income tax payments. *File quarterly personal income tax reports through EDD and IRS websites and maintain records of postings.</u></p>	
25%	<p><u>*Compile the yearly federal and state personal income taxes that are withheld for each FC-42 employee and enter them into IRS Social Security W2 website. *Generate W2s and mail out to all FC-42 employees. *Respond to inquiries from employees and provide information as requested. *Make corrections to W2 entries.</u></p>	
	<p><small>*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.</small></p>	
<p><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 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.</p>		
<p>Job qualifications and/or conditions of employment:</p>		
<p>"We have discussed this document in its entirety and understand the duties of this position."</p>		
Employee Signature _____	Date _____	Supervisor Signature _____
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.

10% | \*Assist in coding and entering journal entries. \*Assist in identifying, clearing, and correcting reconciliation items. \*Assist in establishing, maintaining, and updating written desk procedures that are in accordance with CAL FIRE and State Administrative Manual policies.

5% | \*Perform other job-related accounting duties as assigned.

\*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