

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Senior Accounting Officer (Specialist)	
		Division and/or Subdivision Accounting-Accounts Payable	
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 Senior Accounting Officer (Specialist)	
		Position Number 541-022-4567-020	
		Effective Date 3/30/2026	
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>Under general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) performs the more complex accounting duties which require an understanding of the entire accounting process and responsible for utilizing technical expertise and analytical skills for the unit.</p> <p>*Independently reviews grants and contracts to ensure compliance with the contract language and grant agreements. *Submits grant agreements/contracts to State Controller's Office (SCO). *Maintains contract balances. *Communicates with program's staff on the issues relevant to the terms and conditions of the purchase documents. *Works with the Budget office and programs to correct budget errors to ensure timely payment. *Responsible for running Financial Information System for California (FI\$Cal) reports to monitor and review pending receipts and vouchers. *Calculates and processes late payment penalties in accordance with the Prompt Payment Act. *Works with program units, SCO, and FI\$Cal for denied and reset vouchers and resolve the issues. *Works with SCO for expedite requests and any payment issues.</p>		
30%	<p>*Works in a lead capacity to provide trainings, instructions, guidance, and assistance to other staff. *Responsible for revolving fund reimbursement and resolving vendor's issues. *Independently analyzes, reviews, and creates vouchers for more complex grant and contract invoices. This includes analyzing and auditing cost accounting codes, discounts, encumbrances, and payments. *Inputs transactions in FI\$Cal. *Runs and reviews Accounts Payable (AP) reports in preparation to DGS Late payment report.</p>		
*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			

