

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)	Working Title of Position <b>Accounting Administrator I (Specialist)</b>		
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.	Division and/or Subdivision <b>Accounting Office</b>		
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	<p>Under the direct supervision of the Accounting Administrator II, the incumbent will maintain responsibility for reconciliations and reporting of the General and Federal funds. The incumbent will work independently in a highly technical area and will require a high level of coordination and cooperation with other areas and good working knowledge of professional accounting practices and principles utilized in State Government. Typical duties include:</p> <p>*Responsible for most complex fund reconciliations and financial reports in Financial Information Systems for California (FI\$Cal) which includes the General Fund and the Federal Trust Fund. *Perform Plan of Financial Adjustment (PFA) and advise program staff by forecasting needs to ensure the program stays within the budgeted appropriation on expenditures and future needs. *Review and classify financial transactions accurately and timely ensuring that all pertinent laws, regulations, and generally accepted accounting principles (GAAP) are followed. *Apply accounting principles and practices, analyze data and draw sound conclusions, review discrepancies accurately and adopt effective course of action regarding accounting data. *Maintain accurate records and have the information available for preparation of cash analysis and assist management ensuring that the proper procedures are put in action to facilitate the cash needs for an agency responsible for emergency actions. *Responsible for creation and implementation of operational requirements, accounting principles, performance specifications, and technical approaches to accomplish tasks of the Unit.</p> <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.</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.			
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.

20%	<p>*Maintain FI\$Cal tables, that include additions, deletions, and modifications. *Provide FI\$Cal transactional support and processing of month-end close (MEC) and year-end close (YEC). *Maintain and prepare the annual chart of accounts as required by the department. *Resolve complex system process issues as they arise. *Coordinate the completion of year-end financial reports to Control Agencies. *This coordination includes preparation of procedures and training for the accounting office, and program staff consisting of field and headquarters employees.</p>
15%	<p>*Provide technical and accounting knowledge to staff to transition and support the ongoing development and implementation of FI\$Cal. *Participate in FI\$Cal functional and integration testing, workshops, meetings, training, and workgroups to support ongoing development and implementation.</p>
10%	<p>*Communicate with State Controller's Office staff administrators to ensure that appropriations, executive orders, re-appropriated items, appropriation and expenditure corrections are processed. *Contact is also maintained with the Department of Finance staff to identify processes needed for new legislative appropriations and transaction code needs; and with General Services to effect corrections to State Controller's Office postings.</p>
5%	<p>Analyze and prepare cash flow and provide estimates of revenue, reimbursements, and expenditures.</p>
5%	<p>Perform other work related appropriate duties as required.</p> <p>Desired Qualifications:</p> <ul style="list-style-type: none"> <li>• Knowledge/experience in Fund Reconciliation</li> <li>• Knowledge/experience in Financial Statement</li> <li>• Knowledge/experience in General Ledger</li> <li>• Knowledge/experience in Accounting Software</li> <li>• Supervisor/lead experience</li> <li>• Strong written and verbal communication skills</li> </ul> <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.</p>

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