

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Finance Technician	
		Division and/or Subdivision Tuolumne Calaveras	
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 San Andreas	
		Class Title of Position Office Technician-Typing	
		Position Number 541-418-1139-004	
		Effective Date 06/1/26	
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 supervision of the Supervisor I, the Office Technician (Typing) (Finance Technician) maintains effective interpersonal relationships with all co-workers as an integral member of the Unit Headquarters' administrative team, is able to work independently with minimum supervision, maintains effective time management and workload prioritization skills and ensures the support of Unit Operations while performing the following duties *On-going data entry of Unit fiscal transactions including entering data into Fi\$Cal to maintain budget currency. *Reconcile monthly reports. *Correct budget discrepancies as needed. *Initiate and implement required budget adjustments to ensure accuracy. *Routinely use data to provide finance and budget reports and recommendations as needed. *Assist with data entry into fleet collective data program. *Assist with purchasing and processing of pay documents for fleet.		
30%	*Audit and process all Unit pay documents including CALCARD, CAL FIRE 93, STD 65, NL etc. utilizing Fi\$Cal in addition to paper auditing. *This includes routinely correcting math and coding errors as needed. *Provide feedback and training to Unit personnel to support timely vendor payments.		
10%	*Audit fire station subsistence meal cost reports including routinely correcting math and coding errors. *Consolidate monthly subsistence reports. *Provide feedback and training to Unit personnel to support timely and accurate subsistence meal cost employee reimbursements.		
*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: Must be able to type 40 words per minute and be proficient in computers, including Microsoft Outlook, Excel, Word, etc. May be required to work irregular hours and days, including weekends and holidays during an emergency. May be subject to travel throughout the state.			
"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.

10% *Audit and process all CalATERS travel claims. *Prepare warrants and maintain revolving fund records used to pay designated claims as needed, including uniform and salary advances. *Provide feedback and training to Unit personnel to support timely and accurate payment of travel claims and advances. *Assist Unit personnel as needed in the preparation of service contracts. *Audit and forward purchase requisitions as needed. *Assist in the auditing and completion of incident cost and/or cost recovery reports. *Interact with Major Incident Management Team Finance Section personnel as needed.

10% *Answer phones, take messages, sort, and deliver mail, greet and assist the public etc. as required in support of the Unit's front desk and overall function of the Headquarters office. Other duties as required.

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

Personnel use only Posted to Directory _____
 Initials and Date