

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 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 Senior Accounting Officer (Specialist)	
		Position Number 541-040-4567-009	
		Effective Date June 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Accounting Administrator I, Supervisor, the Senior Accounting Officer (Specialist) will serve as lead for the Emergency Response Billing Unit (ERBU) and independently perform the more difficult accounting duties associated with emergency response cost recovery billings and reimbursements. This position requires incumbent to assist the Unit to meet departmental and outside state and federal agency deliverables and deadlines associated with Emergency Fund cost recovery. The incumbent must have knowledge of the Financial Information System for California (FI\$Cal) accounting system and apply accounting principles to analyze data, draw sound conclusions, provide recommendations to resolve and/or elevate issues to management as appropriate. Duties include, but are not limited to: *Responsible for maintaining Emergency Fund cost recovery reimbursement tracking logs, including Federal Emergency Management Agency (FEMA) Major Declarations, Fire Management Assistance Grants (FMAG), Cost Shares, and Assistance-by-Hire (ABH) incident billing packages. *Coordinates with department's Cashier's Office and Governor's Office of Emergency Services (CalOES) as needed for all emergency response Accounts Receivable and provides associated FI\$Cal coding for current and reverted year billings. *Reviews and verifies Accounts Receivable invoices generated in FI\$Cal are in accordance with CAL FIRE's cooperative agreements with the United States Forest Service, Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Services and other local, state, and federal agencies. *Maintains Accounts Receivable collection logs and generates collection letters as appropriate. *Prepares and completes year-end accruals independently, including coordination with Northern and Southern Regional staff reporting and addressing associated questions from CAL FIRE Accounting and Cal OES staff. *Coordinates with Unit staff monthly to ensure all ERBU-generated invoices clear FI\$Cal without errors. *Report issues to management regarding outstanding collections and interactions with external governmental agencies. *Researches and prepares the more complex Emergency Fund Accounts Receivable reports to provide information to management, Accounting and Budget Offices, Department of Finance, Legislative Affairs Office, including Public Records Act requests. *Prepares reports for internal and external uses regarding the status of Emergency Fund Accounts Receivable collections and outstanding billings. *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 3			
"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 _____			

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Date _____

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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 management with developing and maintaining ERBU's SharePoint site and Power BI data, including accounting and fiscal requirements in the maintenance and development of cost recovery packages. *Create and maintain Unit procedures. *Review accounting policies and procedures and makes recommendations for improvement. *Serve as backup for Unit supervisor.

5% *Complete other special projects and job-related duties as required.

Desirable Qualifications

- Knowledge of state financial accounting system FI\$Cal or similar database
- Project Management Experience
- Experience assisting in audits of financial expenses and reports
- Analytical/problem solving experience
- Experience in leading projects, teams, and working independently and with high degree of initiative
- Ability to write and/or interpret documents of varying complexity including general correspondence, desk procedures, policy manuals and guides, and financial data reports
- Ability to independently prioritize and apply project management principles to work assignments

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Job qualifications and/or conditions of employment: **Overtime may be required during peak times and special projects.**

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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____

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