

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Accountant Trainee	
		Division and/or Subdivision Accounting Office/ 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 Accountant Trainee	
		Position Number 541-022-4179-712	
		Effective Date 6/5/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	Under the close supervision of Accounting Administrator I (Supervisor) in the Accounts Payable Unit, the Accountant Trainee performs professional, less complex accounting functions and maintains accounts and records related to Accounts Payable. The incumbent will perform these duties while learning agency activities, departmental style, central fiscal control activities, and develop interpersonal skills by contact with personnel and agencies. Duties include but are not limited to: *Analyze, audit, and create invoice vouchers for purchase orders, service invoices, contracts, leases, utilities, and other miscellaneous purchases for compliance with the State Administrative Manual (SAM), Government Codes, Memorandum of Understanding (MOU), Department of General Services (DGS) and the Department of Forestry and Fire Protection (CAL FIRE) rules and regulations. *Review and record the payment transactions to the Financial Information System for California (FI\$Cal) system to ensure proper chart field values are entered, with approvals and proper documentation is attached before submission to State Controller's Office (SCO) for payment. *Process escheat claims and stop payment request. *Process denied and reset vouchers.		
30%	*Research, analyze and resolve invoice discrepancies by generating reports in the FI\$Cal system and exporting data to Excel spreadsheet to ensure timely and accurate payments. *Review and resolve coding line discrepancies as identified by Journal Voucher (JV). *Calculate and process late payment penalties in accordance with the Prompt Payment Act.		
*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 2			
"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 _____	

Working Title of Position
Accountant Trainee

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

*Communicate with headquarters personnel (including management), vendors, control agencies, and field offices in responding to inquiries and/or questions pertaining to payment issues and provide appropriate and timely research for payment inquiries. *Assist other staff with invoices, transactions, and supplier problems.

10%

*Assist in developing and writing accounting desk procedures pertaining to FI\$Cal Accounts Payable process. *Assist with year-end closing accrual entries. *Provide status reports to management.

5%

Other job-related duties as required.

Desired Qualifications:

- Accounting Degree
- Accounting Experience
- Accounts Payable Experience
- Accounting Database Experience
- Proficient with Microsoft Office Suite (Excel, Word)

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Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

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Initials and Date