

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Accounting Officer Specialist</u>	
		Division and/or Subdivision <u>Departmental Accounting Office – Management Services/Accounts Receivable Cashiering Unit</u>	
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 <u>West Sacramento</u>	
		Class Title of Position <u>Accounting Officer Specialist</u>	
		Position Number <u>541-022-4546-724</u>	
		Effective Date <u>8/1/2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general supervision of the Accounting Administrator I (Supervisor), in the Financial Information System for California (FI\$Cal) System, the Accounting Officer (Specialist) will perform a variety of accounting related duties, including the following: *Perform reconciliation of Payroll Accounts Receivable (PAR) APO transactions. *Review, analyze, and reconcile FI\$Cal queries, State Controller's Office (SCO) Journal Entries (JE) documents, Payroll AR items (PAR) and record payroll accounts receivable APO transactions in FI\$Cal for the Department of Forestry and Fire Protection (CAL FIRE) and Natural Resource Agency (CNRA). *This includes researching and analyzing SCO JE documents, department's Accounts Receivable (AR) documents, and Memorandum of Understanding (MOU) to ensure that laws, rules, and regulations are appropriately applied. *Manually record APO deposit in FI\$Cal and reclassify payment to departmental detail level coding. *Communicate with all field units' and Headquarter Human Resources office personnel specialists for payroll accounts receivable information. *Prepare correspondence to send to State Controller's Office (SCO), field units, employees, and various other internal and external sources. *Research and respond to inquiries from CAL FIRE staff, employees, separated employees, and clients regarding payroll AR issues. *Update and track transactions on excel spreadsheet logs.		
25%	*Review and analyze SCO Direct Transfer (DT) payments and adjustments for the Office of State Fire Marshal (SFM). *Reconcile FI\$Cal General Ledger (GL) queries, SCO JE documents, and SFM DT reports to ensure payment matches SFM records. *Identify discrepancies and communicate with SFM programs, Billing Unit, and SCO to make necessary corrections. *Record and reclassify DT payments in FI\$Cal AR module. *Reconcile and analyze DT credit memo adjustments, record adjustment transactions on excel template and upload journal entries in GL module.		
	*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		☐ Posted to Directory	

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position
Accounting Officer Specialist

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 Billing staff to liquidate AR items for reverted appropriations. *Record Head Quarter (HQ) deposits for SFM FL&S and Training invoice payments and submit remittances to SCO.

15%

*Review and analyze completed STD-995A (Agency Collection Accounts Receivable) and STD-995R (Refund of Over-collected AR) reports. *Reconcile STD-995s with Report of Collections and FI\$Cal queries and research customer ID and PAR item to ensure information recorded are accurate. *Identify discrepancies on STD-995s and request appropriate staff to make necessary correction on the forms. *Prepare Franchise Tax Board (FTB) documentation for annual upload.

10%

*Perform monthly reconciliation to ensure transactions are recorded and reconciled with the SCO Tabrun Report. *Research deposit errors for APO, DT, and SFM invoices, determines causes, correct errors by creating a Zero Dollar Deposit (ZDD) in AR module. *Review, monitor, and clear outstanding Month End Closing (MEC) and Year End Closing (YEC) items. *Open FI\$Cal tickets to resolve deposit issues. *Assist Field Deposits with recording and remitting PAR payments. *Resolve AR Year-End reconciling items and prepare year-end accruals for BU 3540 and BU 0540.

*Review operations and making recommendations for revision and documentation of existing desk procedures. *Train student assistants and Trainees and assist direct supervisor with finding solutions for complex AR problems. *Assigned special projects. *Attend team meetings. *Prepare and submit status reports to management as requested. Back up other accounting desks when necessary.

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Employee Signature

Date

Supervisor Signature

Date

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Initials and Date