

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Revolving Fund	
		Division and/or Subdivision Accounting - Revolving Fund	
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, CA	
		Class Title of Position Senior Accounting Officer, Specialist	
		Position Number 541-022-4567-007	
		Effective Date 08/26/2026	
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 general direction of the Accounting Administrator I, (Supervisor), the incumbent will perform the more difficult revolving fund duties related to, but not limited to, salary advance collections, Office of Revolving Fund (ORF) reconciliation, and help desk. *Review and collect outstanding travel, salary, and expense advances issued from the Office Revolving Fund (ORF) for the Department of Forestry and Fire Protection (CAL FIRE) and California Natural Resources Agency (CNRA). *Process salary holds and Franchise Tax Board (FTB) offsets to collect on outstanding ORF advances after collection letters are unsuccessful. *Process Application for Discharge from Accountability forms if FTB offsets are unsuccessful and submits annual report to the California Department of Finance. *Identify, correct, and reconcile various erroneous vouchers and journal entries in the Financial Information System of California (FI\$Cal) and the California Automated Travel Expense Reimbursement System (CalATERS) related to ORF transactions. *Provide monthly aging reports on ORF advances. *Advise lower-level staff on processing ORF deposits and FI\$Cal transactions. *Act as Revolving Fund Lead over lower classifications and conducts annual quality review on processed ORF transactions to identify potential training issues. *Consult and comply with the requirements of the control agencies to perform revolving fund transactions as outlined in the State Administrative Manual, Accounting Procedures Handbook, and other reference materials.		
35%	*Collaborate and communicate with departmental staff and the State Controller's Office (SCO) to answer complex ORF questions and conduct training classes. *Train new staff on various accounting processes and workloads. *Respond to inquiries from Departmental employees regarding ORF policy by interpreting and effectively communicating the rules and policies. *Assist all departmental staff on any ORF issues. *Review FI\$Cal transactions completed by lower-level staff before submitting to management for final approval. *Responsible for updating procedures and handbooks. *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		Initials and date _____	

Working Title of Position
Revolving Fund

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

20%

*Assist with monthly reconciliation of ORF for CAL FIRE and CNRA. *Identify and contact appropriate Accounting CAL FIRE staff to resolve reconciling ORF items. *Assist with CalATERS and ORF accrual entries at year-end. *Attend year-end meetings and complete year-end action items related to travel and ORF.

5%

Other job-related duties as assigned. Assist Travel unit as needed.

*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
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date