

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 – Revolving Fund/Travel 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, CA	
		Class Title of Position Accountant Trainee	
		Position Number 541-022-4179-7XX	
		Effective Date 07/23/2026	
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 supervision of Accounting Administrator I, (Supervisor), the incumbent performs the professional accounting duties related to revolving fund. The duties include, but are not limited to:		
20%	*Process and record Office Revolving Fund (ORF) related to Salary, Expense, Uniform, and Travel advances issued by Head Quarters (HQ) & CAL FIRE field offices. *Vouchers are created using the Financial Information System for California (FI\$CAL) system, ensuring they comply with departmental Revolving Fund policies and procedures, the State Administrative Manual (SAM), the California Department of Human Resources (CalHR), the State Controller's Office (SCO), and current Memorandums of Understanding (MOU).		
20%	*Monitors and responds to emails and phone calls to the Field Office Check Unit Log and personal inbox. *Will have continuous contact with departmental staff and field offices questions regarding RF advances. *Responds to inquiries from employees regarding revolving fund policy by interpreting and effectively communicating the rules and policies.		
	*Process check requests and replenishment vouchers for dishonored checks in FI\$Cal.*Run pay cycle for Revolving Fund checks to be issued. *Process manual checks as needed. *Cancel or close FI\$Cal vouchers when revolving fund checks are returned or lost. *Process Refund Requests in FI\$Cal.		
	*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 _____	

Percentage of Time
Required

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

15%

*Process and track transmittal letters (AO-58) check foils received from Unit Offices. Process and distribute mail that is RF related. *Track MRT requests relating to certified mail being sent out.

5%

Other related duties as assigned. Assist Travel Unit as needed.

Desired Qualifications:

- Ability to lead and work in a group.
- Ability to qualify for a fidelity bond.
- Public sector accounting experience.
- Excellent customer service skills
- Experience in Microsoft Suites (Excel)

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date