

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Senior Accounting Officer (Specialist)</u>	
		Division and/or Subdivision <u>Emergency Response Billing 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>Senior Accounting Officer (Specialist)</u>	
		Position Number <u>541-040-4567-XXX</u>	
		Effective Date <u>June 2025</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<u>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 and independently perform the more difficult accounting duties associated with emergency response cost recovery billings. This position requires incumbent to assist the Unit to meet departmental and outside state and federal agencies' 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:</u> <u>*Responsible for maintaing 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. *Ensures 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. *Responsible for preparing and completing all year-end accural, 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 errors. *Report issues to management regarding outstanding collections and interactions with external governmental agencies.</u> <u>*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.</u>		
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: <u>See page 2</u>			
"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.
30%	*In accordance with the State Administrative Manual, California Government Code, Collective Bargaining Agreements, FEMA, FMAG and CAL FIRE policies and procedures, researches and compiles expenditures charged to emergency incidents to develop detailed cost recovery packages utilizing multiple external and internal database systems, including but not limited to Activity Reporting and Costs Summary (ARC), FI\$Cal, Interagency Resource Ordering Capability (IROC), Aviation Information Management System (AIMS), and CalATERS for reimbursement of CAL FIRE's emergency response activity costs. *Primary responsibility is to review and finalize FEMA, FMAG and Cost Share reimbursement package types. *Review for allowability and subsequent reimbursement of all expenses associated with personnel, labor and equipment activity, incident operational costs, vendor invoices, contract charges, CAL FIRE personnel travel expense claims, aviation reports, and all other resource order/billing documents associated with incident under review. *Ensure all incident cost reports are accurate, correct billing rates are used for charging time, and corrections and/or adjustments are reflected in ARC system. *Analyzes all incident source documentation to determine costs charged the Emergency Fund are appropriate. *Coordinates with Incident Payables supervisor to obtain invoices from Department of Corrections and Rehabilitation and California Conservation Corps for FEMA and FMAG incidents as applicable. *Assists with providing Cal OES and CAL FIRE Cooperative Fire Program status updates on FMAG and FEMA incidents. *Assists with oversight of source documentation transmittal into FEMA grant portal for all Major Declarations.
25%	*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.
10%	*Assists 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. *Creates and maintains Unit procedures. *Reviews accounting policies and procedures and makes recommendations for improvement. *Serves as backup for Unit supervisor.
5%	*Completes other job-related duties as required. Desirable Qualifications • Knowledge of state financial accounting system FI\$Cal or similar database • Project Management Experience *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.

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Job qualifications and/or conditions of employment: *Incumbent is expected to communicate effectively (orally and in writing) in dealing with internal and external stakeholders.. Overtime may be required during peak times and special projects.*

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
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Personnel use only

☐ Posted to Directory

Initials and Date