

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Budget Reconciliation Analyst	
		Division and/or Subdivision Southern Region / San Diego 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 San Diego Unit / El Cajon, CA	
		Class Title of Position Analyst II	
		Position Number 541-314-5393-700	
		Effective Date September 1, 2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the direction of the Finance Supervisor I (Unit Finance Manager), the Budget Reconciliation Analyst performs a wide range of analytical accounting duties, maintains complex statistical and financial records, completes annual building, energy, and water bulk fuel data reports, and carries out various administrative functions. All duties are completed in accordance with applicable statutes, regulations, policies, and procedures, and with a high level of accuracy.		
20%	*Prioritize and track all San Diego Unit (SDU) expenditures and manage, maintain, and reconcile the SDU budget and operating expenses. *Independently process and maintain mid-year and year-end budget records. *Analyze data to forecast revenues, reimbursements, and expenditures by comparing historical trends to current Unit needs. *Prepare miscellaneous budget reports, quarterly reports, year-end financial statements, and Schedule A reimbursement reports by reconciling accounting records in the Statewide Financial Information System for California (FI\$Cal). *Provide accurate and timely budget information to the Administrative Chief, Unit Chief, and Finance Supervisor I.		
15%	*Ensure accuracy of all revenues and expenditures and monitor fund balances. *Verify transactions are charged to appropriate funds and ensure Unit and program managers are aware of spending levels. *Research budget issues and provide recommendations to help managers stay within Unit allocations. *Reconcile FI\$Cal transactions, prepare Journal Vouchers (JVs), and consult with managers on corrections or problem areas. *Create and maintain financial reports for leadership. *Analyze spending activities, identify cost-saving opportunities, recommend efficiency improvements, and assist with implementation.		
	*Process and review financial documents and transactions. *Complete and enter financial documents such as Purchase Orders, Service Orders, and Material Requisition Transfers into FI\$Cal. *Review monthly procurement documentation related to procurement card (P-Card)		
	*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: May be required to work nights, weekends, or holidays in support of emergency incidents.			
"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.

CONT.	expenditures to ensure timely processing and accountability. *Revise, code, and process CalATERS travel expense claims. *Initiate required paperwork for relocation expense processing.
10%	*Serve as the Unit P-Card Processing, Billing, and Dispute Coordinator. *Resolve payment and dispute issues by researching, analyzing, and applying regulations using independent judgment. *Administer and issue P-Cards for SDU personnel. *Act as a liaison between cardholders, approving officials, and DAO. *Communicate changes in policies and procedures. *Evaluate the Unit's P-Card program and make recommendations to improve efficiency. *Assign FI\$Cal end-user roles (role-mapping). *Ensure Unit compliance with State Administrative Manual (SAM) and departmental accounting policies.
10%	*Manage Unit accounting records and ensure security of financial assets. *Maintain the SDU Purchasers email distribution group. *Manage filing systems and storage of accounting records, including confidential documents, in compliance with governing directives. *Account for blank check stock, ensuring secure handling, logging, and proper usage.
5%	*Provide leadership for the SDU Finance Program. *Serve as the lead finance representative and guide administrative staff with daily duties and responsibilities.
5%	*Interpret policies and evaluate Unit accounting processes. *Review policies, rules, and manuals to ensure compliance with required accounting practices. *Develop accrual lists, monitor encumbrances, and prepare closing data reports. *Evaluate accounting procedures and recommend improvements to Unit management.
5%	Other duties as assigned.
*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: **May be required to work nights, weekends, or holidays in support of emergency incidents.**

"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