

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Accounting Administrator I (Supervisor)	
		Division and/or Subdivision Fiscal Services / Accounting Office	
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	
		Class Title of Position Accounting Administrator I (Supervisor)	
		Position Number 541-022-4549-009	
		Effective Date 5/20/2024	
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 general supervision of the Accounting Administrator II, manager of the Fund Accounting Branch, the incumbent will supervise the professional accounting staff in performing Fund Accounting General Ledger functions. The incumbent is responsible for reconciliations and reporting of Department of Forestry and Fire Protection (CAL FIRE) departmental funds, including the General fund, Federal Trust fund, Special Revenue funds, etc. Duties include, but are not limited to: * Responsible for the direction and supervision of Fund Accounting staff in performing the most complex fund reconciliations and financial reports in Financial Information Systems for California (FI\$Cal), which includes the General Fund, Federal Trust Fund, Special Revenue funds, etc. *Oversee the Plan of Financial Adjustment (PFA), and advise program staff by forecasting needs to ensure the program stays within the budgeted appropriation on expenditures and future needs. *Review and classify financial transactions accurately and timely, ensuring that all pertinent laws, regulations, and generally accepted accounting principles (GAAP) are followed. *Apply accounting principles and practices, analyze data, draw sound conclusions, review discrepancies accurately, and adopt an effective course of action regarding accounting data *Maintain accurate records and have the information available for the preparation of cash analysis and assist the Accounting Administrator II to ensure proper procedures are put in action to facilitate the cash needs for an agency responsible for emergency actions.*Responsible for the creation and implementation of operational requirements, accounting principles, performance specifications, and technical approaches to accomplish tasks of the unit. *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.

25%	*Supervisory duties include interviewing, hiring, evaluating, training, and staff development, to include preparation of annual performance reports, probation reports, disciplinary issues, organizing and prioritizing workload for staff, and conducting staff meetings. *Review accounting policies and procedures and make recommendations for improvement. *Ensure desk procedures are updated. *Prepare statistical workload reports to manage the functions of the unit effectively and efficiently.
20%	*Responsible for the month-end close (MEC), year-end close (YEC), and the year-end open (YEO) process. *Coordinate the completion of year-end financial reports to Control Agencies. *Prepare procedures and training for the accounting office and program staff, to include field and headquarters employees.
10%	*Provide technical and accounting knowledge to staff and support the ongoing development and implementation of FI\$Cal. *Participate in FI\$Cal functional and integration testing, workshops, meetings, training, and workgroups to support ongoing development and implementation.
10%	*Communicate with State Controller's Office staff administrators to ensure that appropriations, executive orders, re-appropriated items, appropriation, and expenditure corrections are processed. *Contact is also maintained with the Department of Finance staff to identify processes needed for new legislative appropriations and transaction code needs; and with General Services to effect corrections to State Controller's Office postings.
5%	Perform other job-related duties as required.
	Desirable Qualifications: •Ability to lead and work in a group •Knowledge of Accounting systems •Excellent Analytical skills •Excellent communication skills
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Employee Signature _____ Date _____ Supervisor Signature _____ Date _____
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