

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Accountant Technician	
		Division and/or Subdivision Fiscal Services/Emergency Response Billing 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	
		Class Title of Position Accountant Technician	
		Position Number 541-040-1741-003	
		Effective Date October 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.		
40%	Under close supervision of the Accounting Administrator I (Supervisor), the incumbent performs semi-professional accounting duties in the preparation and maintenance of Emergency Response Billing Unit (ERBU) cost recovery records. Incumbent should have basic knowledge of accounting principles and practices, knowledge of financial recordkeeping, ability to make accurate arithmetical computations, and apply governmental accounting principles and departmental procedures.		
25%	*Compile Emergency Fund incident costs including but not limited to labor, equipment, operating expenses, travel claims, Emergency Worker FC-42 Timesheets, camp and crew billings, local government invoices, and aircraft cost reports. *Review FC-33 labor and equipment documentation and operating expenses associated with cost recovery packages and make appropriate billing adjustments. *Assist with Activity Reporting and Cost Summary (ARC) computation adjustments. *Organize, label, and maintain cost recovery records and upload to external databases.		
20%	*Create invoices for Assistance by Hire (ABH) incident packages. *Assist with ERBU record of collection and deposit information recordkeeping. *Assist in maintaining intake records of Federal Emergency Management Agency (FEMA), Fire Assistance Management Grant (FMAG), Cost Share, and Assistance by Hire (ABH) fire incident packages and associated tracking logs. *Reconcile ARC reports and ERBU logs to record incident packages transmitted from CAL FIRE Regional Offices to ERBU.		
15%	*Assist in maintaining Emergency Fund Cost Recovery fiscal records, including but not limited to digitizing ABH, FEMA, FMAG, and Cost Share packages, electronically filing incident packages by fiscal year and type (FEMA, FMAG, Cost Share, and ABH), and records retention inventory.		
	*Assist with other cost recovery support functions associated with Emergency Fund Program functions as required, such as process voucher, research claims, scan documents, and distribute incoming mail.		
	• Desirable Qualifications Bachelor's degree		
	*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: Overtime may be required during peak fire season, when approved.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		_____ Initials and date	