

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Accounts Payable Supervisor</u>	
		Division and/or Subdivision <u>Accounting Office- PCARD 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>Accounting Administrator I (Supervisor)</u>	
		Position Number <u>541-022-4549-XXX</u>	
		Effective Date <u>8/26/2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%*	Under the general supervision of Accounting Administrator II, manager of the Accounts Payable (AP) branch, the incumbent provides direction and oversight to a group of semi-professional and professional accounting staff and is responsible for day-to-day operations with the AP and PCARD functions. Typical duties include: *Supervise staff which includes planning, coordinating, and monitoring workload in the Department of Accounting Office (DAO) which consist of auditing PCARD transactions, purchase orders, service orders, contract payments, utility payments and other miscellaneous payments documents related to vendor payments. *Approve invoice and PCARD vouchers in the Financial Information System for California (FI\$Cal) system and ensure payments are applied to the correct chart field values and proper documentation are attached before submission to State Controller's Office (SCO)		
35%*	*Develop, establish and maintain reporting systems necessary for tracking and reporting delinquent PCARD accounts and outstanding invoices and/or vouchers from the FI\$Cal system. *Oversee compliance related to Prompt Payment penalties, vendor data records and reporting to outside agencies. * Oversee, review, and monitor the accounting processes to include but not limited to reconciliations of expenditures, encumbrances, and budget/appropriations. *Research and resolve sensitive and complex issues related to accounting transactions to ensure department's accounting and reporting are in compliance with the State rules and regulations, established departmental policy, and any issues are resolved in a timely manner. Monitor the Department's PCARD past due report to avoid any accounts from being suspended. *Responsible for the annual 1099 reporting process. *Responsible for daily error correction, denied voucher resolution, and monthly revolving fund replenishments and status. *Provide cash balance and cash flow analysis as needed to process the invoices. *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.

20%*

*Ensure accuracy and transparency guidelines are met as imposed by Department guidelines.
*Incumbent prepares correspondence responses to departmental staff, management, and other state agencies.

Interview, select, hire, evaluate, train and develop staff including preparation of annual performance reports and probation reports, disciplinary issues, organizing and prioritizing workload for staff and conducting staff meetings. *Review accounting policies and procedures and make recommendations for improvement by utilizing the FI\$Cal job aids, State Administrative Manual (SAM), government codes, CALHR rules, Departmental policies and chart of accounts. *Prepare and monitor year-end workplan. *Prepare workload statistical reports to effectively and efficiently manage the functions of the unit. *Follow on staff's performance as needed to continue staff development. Identify training needs and provide training to staff to implement new/revised procedures.

5%

Performs other related duties, special assignments, and management reports as necessary.

Desirable Qualifications:

- Supervisor or lead experience
- BA/BS in Accounting
- BS or AA degree

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Job qualifications and/or conditions of employment:

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date