

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Unit Finance Lead	
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.		Division and/or Subdivision CNR-Siskiyou	
		Location of Headquarters Yreka, CA	
		Class Title of Position Analyst II	
		Position Number 541-214-5393-701	
		Effective Date	
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 the direction of the Supervisor I, the Analyst II acts as the technical advisor and subject matter expert to the Siskiyou Unit (SKU) finance team. Performs a wide variety of analytical accounting duties, maintain complex statistical and financial records, complete reports, and other administrative duties. *Acts as the Lead for unit finance staff. *Interpret policies, rules, and manuals to evaluate unit accounting and budgeting processes. *Creates and maintains reports for use by administrative staff, etc. *Analyzes spending activities; research cost savings opportunities and make recommendations on reducing costs and improving efficiency. *Facilitate implementation of cost saving initiatives. *Ensure that all year-end and mid-year accounting requirements are completed as required. *Reviews budgetary and fiscal documents for accuracy and conformity to rules and completeness. *Tracks, reviews, and analyzes unit contract documents for accuracy and completion. *Prepares miscellaneous budget reports, quarterly reports, and year-end financial statements by reconciling accounting records in Financial Information System for California (FI\$CAL). *Reconcile FI\$CAL transactions, prepare Journal Vouchers (JV's) and consult with Unit managers on specific issues or problems.		
30%	*Unit contract coordinator responsible for tracking, preparing, and maintaining contracts and service agreements for state facilities and equipment. *Tracks all contract expiration dates, draft, and submit proper documents in timely fashion. Works with government and private partners in facilitating Agreements for land and facilities. *Partner with the Unit's Capitol Outlay Command (CAP COMM) Coordinator in securing funding from Technical Services; work with purchaser to ensure California Department of Forestry and Fire Protection (CALFIRE) and Region guidelines are followed in procuring items or services. Tracks expenditures and manages budget. Coordinates Emergency Contracts: getting approval from SKU and Region management coordinate all necessary documents and submit to Contracts for prompt payment to vendor. *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.
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20%

*Prepares monthly reconciliation of Operating Expenses within FI\$Cal to ensure all expenses are posted to the correct fund source and service location. *Prepares JV's to correct discrepancies. *Send courtesy copies to other units if needed. *Tracks, monitors, and analyzes unit budget allotments, to include support for camp, non-camp, and emergency funding. *Evaluates reports to ensure that accounting for all revenues and expenditures are accurate; all transactions have been assigned to the appropriate funds, and unit/program managers are aware of their spending levels. *Responsible for tracking and auditing service locations for possible deficiencies or overages and make recommendations for reallocation and/or redistribution of the unit's funds to remain within budgetary limitations *Prepares Transfer of Budget Allotment request and consult with unit managers on specific issues or problems.

5%

*Serves as the unit Procurement Card (P-Card) processing, billing, and dispute coordinator by resolving payment and dispute issues at the unit level by researching, analyzing, and using independent judgement to interpret and apply regulations. *Administer and issue P-Cards to unit personnel. *Performs as program evaluator between card holder, approving officials, and the Department Accounting Office (DAO). Interprets and informs card holders and approving officials of changes in policies and procedures. *Evaluates P-Card process and makes recommendations for improvement.

5%

Performs a wide variety of analytical accounting duties and other classification related duties as required.

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Job qualifications and/or conditions of employment: **Maintain ability to work with various levels of staff and management, multi-task and prioritize, pay attention to details and perform completed staff work. The candidate selected may be required to work nights, weekends, holidays and be able to travel throughout the state.**

"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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Initials and Date