

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Accounting Officer (Specialist)	
		Division and/or Subdivision Departmental Accounting Office/Revolving Fund 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, CA	
		Class Title of Position Accounting Officer (Specialist)	
		Position Number 541-022-4546-XXX	
		Effective Date 9/18/2026	
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 the general supervision of the Accounting Administrator I, (Supervisor), the incumbent is the point of contact for the Department of Accounting's Help Desk, replenishment of funds, inventory and audit reporting, training of trainee staff, and other professional accounting duties related to the Revolving Fund. The duties include, but are not limited to: *Review, audit, and approve the more complex Office Revolving Fund (ORF) check requests, processes payments via Financial Information System for California (FI\$Cal) ensuring they comply with departmental ORF policies and procedures, the State Administrative Manual (SAM), the California Department of Human Resources (CALHR), the State Controller's Office (SCO), and current Memorandums of Understanding (MOU). *Acts as ORF support lead over other accounting team members and conducts annual quality review on processed ORF payments to identify potential training issues. *Has on-going contacts with program managers, control agencies, local governmental jurisdictions, Federal Government, and vendors.		
25%	Perform Revolving Fund check inbox duties. *Has continuous contact with departmental staff and SCO to answer Revolving Fund questions and conduct training classes.*Respond to inquiries from employees regarding Revolving Fund policy by interpreting and effectively communicating the rules and policies. *Assist all staff with any Revolving Fund issues. *Process stop payment requests through State Treasury.		
20%	*Record and replenishes ORF advances in FI\$Cal to ensure compliance with FI\$Cal Job Aids. *Identify and correct various erroneous vouchers and journal entries in FI\$Cal related to travel and ORF transactions. *Assists in training new staff on various workloads. *Performs deposit reconciliation and recording in FI\$Cal to ensure compliance with FI\$Cal Job Aids. *Posts ORF deposits and payments in FI\$Cal. *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 _____	

Working Title of Position
Accounting Officer (Specialist)

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

10%

*Performs quarterly ORF check stock inventory. *Maintains communications with California Department of Forestry and Fire Protection (CAL FIRE) regions and sends reminders to submit their quarterly check stock inventory to accounting. *Fulfills request for blank ORF check stock inventory orders by preparing documents and sending ORF checks to the requesting region.

5%

Other job-related duties as assigned. Assist Travel Unit as needed.

Desired Qualifications:

- Ability to qualify for fidelity bond
- Experience with Microsoft Excel
- Help Desk Experience

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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