STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Senior Accounting Officer (Specialist)

Division and/or Subdivision
Accounting/P-Card

Location of Headquarters
West Sacramento

Class Title of Position
Senior Accounting Officer (Specialist)

Position Number
541-022-4567-XXX

Effective Date
10/20/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under general direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) performs the more complex accounting duties which require an understanding of the entire accounting process and responsible for utilizing technical expertise and analytical skills for the unit. Act in a lead capacity to provide training, instruction, guidance and assistance to other staff. Specific duties include, but are not limited to:
40%	*Act as the second approver of invoices and, and Purchase Card (P-Card) vouchers. *This includes reviewing and certifying vouchers for payments before submission to the State Controller's Office (SCO). *Ensure proper authorization, accuracy, funding availability are present before submission to SCO *Analyze and resolve denied vouchers and voucher build errors. *Respond to management, SCO and Financial Information System for California (Fi$Cal) to any inquiries regarding research and payments. *Responsible for running Fi$Cal reports for encumbrance and liquidation reconciliation of the Fi$Cal purchase order (PO) contracts. *Responsible for monitoring, identifying, and analyzing the Fi$Cal dashboard, denied, and budget exception vouchers and resolve issues. *Assist in running PO receipt report in Fi$Cal and distributes workload to staff. *Submit tickets to Fi$Cal for any Accounts Payable (AP) and P-Card related issues and tracks all tickets submitted.
30%	*Work in a lead capacity to provide training, instruction, guidance, and assistance to other staff. *Responsible for Month End Closing (MEC) of the AP submodule. *Analyze and resolves MEC errors in Fi$Cal. *Work with Units/Programs to ensure all required corrections are completed in a timely manner. *Develop and update desk procedure for any new Fi$Cal processes involving AP and P-Card procedures .*Review and reconcile accounting expenditures for accuracy. *Create journal voucher to ensure expenditure data are properly recorded. *Review 1099 reportable payments to provide accurate reporting to Internal Revenue Services (IRS). *Review and calculate late penalty payments in accordance with the Prompt Payment Act.
	*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

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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Working Title of Position
Senior 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.
15%	*Assist in analyzing, auditing, and creating vouchers for the more complex payments that requires analysis due to multiple funding sources. *Input transactions in Fi$Cal, assist in providing proper coding information for abatement checks received. *Back up to AP managers when needed. *Analyze accounting needs and provides input for policy decision making to management. *Assist managers in updating new policies affecting the unit.
10%	*Assist in special projects such as but not limited to California Public Record Acts requests and respond to audit inquiries.*Assist in revolving fund reimbursement and vendor issues. *Assist in reviewing and forwarding grant and contract agreements to SCO.
5%	Other job-related duties as required such as helping with special projects as directed, logging and filing. Perform back-up duties for vacant positions or absent staff to provide coverage as needed.

Desired Qualifications:
•Experience with Microsoft Suite, (Excel, Word etc)
•Good written and oral communication
•Experience as a lead

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Employee Signature	Date	Supervisor Signature	Date

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Initials and Date