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
Associate Accounting Analyst

Division and/or Subdivision
Department of Accounting Office

Location of Headquarters
West Sacramento

Class Title of Position
Associate Accounting Analyst

Position Number
541-022-4588-008

Effective Date
11/03/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the general supervision of the Accounting Administrator I (Supervisor), manager of the Systems Unit, the staff specialist will maintain responsibility for performing system application activities, database creation, operation and maintenance. The Associate Accounting Analyst works independently in a highly technical area and requires a high level of coordination and cooperation with other areas and good working knowledge of professional accounting practices and principles utilized in State Government. Typical duties include:
35%	*Update, add, delete, and maintain Chart of Accounts and various crosswalk related to Financial Information System for California (FI$Cal) and legacy coding.*Prepare and maintain Plan of Financials Adjustments (PFA). *Reconcile various interfaces to ensure accuracy. *Prepare and process reclass and cost allocations monthly. *Analyze FI$Cal monthly reports to calculate amounts owed to the Clearing Account and prepare PFA.
20%	*Prepare monthly labor reconciliation.*Verify any errors in the monthly labor report, work with IT on timesheets upload. *Communicate with FI$Cal on any systems error. *Reconcile the employee master file on a monthly basis. *Communicate with the budget office and Unit on any updates/issues.
15%	*Act as back up for department's monthly reconciliations, financial statements, the year-end close (YEC) and the year-end open (YEO) process. *Coordinate the completion of year-end financial reports to Control Agencies. *This coordination includes preparation of procedures and training for the accounting office, and program staff consisting of field and headquarters employees.
	*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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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Associate Accounting Analyst

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Provide technical and accounting knowledge to staff and the FI$Cal project to transition and support the ongoing development and implementation of FI$Cal. *Participate in FI$Cal functional and integration testing, workshops, meetings, training, and workgroups to support ongoing development and implementation.
10%	*Communicate with State Controller's Office staff administrators to ensure that appropriations, executive orders, re-appropriated items, appropriation and expenditure corrections are processed. *Contact is also maintained with the Department of Finance staff to identify processes needed for new legislative appropriations and transaction code needs; and with General Services to effect corrections to State Controller's Office postings.
5%	Perform other job-related appropriate duties as required.

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