STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Senior Accounting Officer (Specialist)

Division and/or Subdivision
Departmental Accounting Office – Labor Accounting 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

Class Title of Position
Senior Accounting Officer (Specialist)

Position Number
541-022-4567-XXX

Effective Date
07/01/2026

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 direct supervision of the Accounting Administrator I (Supervisor), the incumbent will work independently in a highly technical area and will require a high level of coordination and cooperation with other areas and good working knowledge of professional accounting practices and principles utilized in State Government. Duties include:
40%	*Provide labor expertise as a Subject Matter Expert (SME) for the unit. *Ensure tasks are completed accurately and timely. *Run labor distribution sub-system process in the Financial Information System for California (FI$Cal). *Perform the more complex duties by resolving any labor errors during the Labor Distribution Process, which may include correcting PFA errors, resolving payroll errors, and resolving budget exceptions. *Maintain and update employees chartfield configurations and employee options. *Establish and maintain contact with unit personnel to obtain information and clarify AO-369A corrections. *Assist with posting Material Requisition Transfer (MRT), expenditure corrections, and maintaining the Employee Master File (EMF) for the department. *Using Microsoft Excel to create and extract Labor files.
25%	*Research and correct errors on the labor error file in FI$Cal. *Upload the Employee Master File changes and GL091 payroll file into FI$Cal. *Reconcile labor CLO journal entries from State Controller's Office (SCO) against department reports to ensure accuracy. *Coordinate with State Controller's Office (SCO) for any Labor discrepancies between FI$Cal records and SCO records. *Review, validate, and enter Personal Activity sheet into the labor distribution sub-system. *Monitor and respond to emails received in the Labor and EMF email inboxes.
	*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	

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) **- PAGE 2**

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.
20%	*Assist in maintaining the short-term timesheet and pay voucher for non-civil service (FC-42) Emergency Worker process. *Calculate taxes to be deposited for FC-42 workers and submit the claim schedule to reimburse the Revolving Fund Account 351. *Communicate the FC-42 cut-off dates to the department. *Review, upload, print, and mail the FC-42 W-2s before the January cut off.
10%	*Review and update the Accounting Procedures Handbook amendments pertaining to labor accounting. *Create and distribute the annual PACMANS Overtime Calendar.
5%	*Perform other work related appropriate duties as required.

*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