

June 2008

**Position Description – Northern Region  
Cache Supply Accounting Specialist  
THSP – Exception Position 4 – AD-I**

This position is responsible for preparing all billing and obligation documentation for suppression, pre-suppression, project, and state accounts. Ensure excellent financial integrity in computing issue, return, and refurbishment costs (which consists of gathering all issues and returns, editing items issued and returned to arrive at true outstanding quantities). Manually calculate refurb cost on items returned for repair. Provide all documentation and costs for submission to Albuquerque.

Collect and update documentation on refurbishment to produce next year costs.

Collect, combine, and distribute all Fire Loss documentation. This task consists of collecting all fire loss summaries from all National Caches, verifying totals, combining loss data, and completing a final report on all Class I and Class II Incidents.

Keeps total on all expenditures spent against the Fire Cache budget. Using the allocated dollars assigned to account code and BOC Codes, subtracts the expenditures and determines the balance for each category. Informs the Assistant Cache Manager of balances to avoid deficits. The incumbent will have supervisory control over additional accounting clerks hired to assist with these tasks.

This position will also input resource orders from incidents.

Knowledge, Skills, and Abilities necessary for job performance include:

- Skilled in the use of computer systems (i.e. spreadsheets, oracle, sql reports, word processing, etc.)
- Knowledge of Cache system and practices.
- Knowledge of accounting practices.
- Ability to work well with and train/supervise others.
- Knowledge of the agency accounting code system
- Ability to effectively communicate orally and in writing.
- Skilled in office equipment use.
- Ability to work independently.

*/s/ Jane M. Haker*

Incident Business Coordinator  
Region One - USFS