



STATE OF CALIFORNIA

DUTY STATEMENT

CEC-004 (Revised 7/2022)

Classification(s): Accountant Trainee

Working Title: Accountant Trainee

Position Number: 535-212-4179-006

Division/Branch or Office: Administrative & Financial Management Services Division / Accounting Office

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Effective Date: April 21, 2023

Conflict of Interest (COI): Yes No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Job Description

As a part of the Energy Commission Financial Services, the Accounting Office provides control and direction for the accounting activities of all funds and programs. The Division coordinates the funding for the administration of all Energy Commission programs and provides support in improving operational efficiency and effectiveness.

This is the entry and trainee level in the professional accounting series. Under the close supervision of the Senior Accounting Officer (Supervisor), the Accountant Trainee, as a learner, performs professional accounting work in the establishment and maintenance of accounts and records while receiving training; learn agency activities, and departmental systems; serve as the department's travel liaison and cashier, and is responsible for processing all travel related items for the California Energy Commission.

Essential Duties

45% Review, audit, and process Travel Expense Claims (TECs) and travel advances, ensuring accuracy and appropriateness in accordance with the requirements of the California Department of Human Resources (CalHR), Bargaining Unit Contracts, the State Controller's Office (SCO), Department of General Services (DGS), State

Administrative Manual (SAM), and department's policies and procedures. Set up user profiles for travel expenses within the California Automated Travel Expense Reimbursement System (CalATERS) database. Research and resolve travel related issues. Resolve and respond to travel-related inquiries from Energy Commission staff. Provide on-going training and support to staff for travel policy updates and CalATERS user guides. File and maintain TEC's and daily CalATERS requests. Provide weekly status reports to upper management.

- 20% Maintain all transactions pertaining to the Revolving Fund. Input the travel, salary, and vendor payment checks, bank deposits, vendor and travel expense claim schedules into system. Daily input the receipts for all monies received by the Commission into FI\$Cal. Process vendor invoices for payments by reviewing for accuracy; verify compliance with procurement documents. Resolve invoices and/or other accounting discrepancies with internal or external customers. Prepare bank deposits daily for Cash State and Revolving Fund Accounts. Maintain the filing and archiving of accounting records.
- 20% Distribute checks daily- SCO warrants, travel expense, salary, training and travel advances. Process collection of salary, travel and training advances; salary overpayment; library fines and jury duty fees. Research various databases; gathers data and materials useful in providing accurate response to various inquiries. In accordance with established departmental policies and procedures, independently or with general instructions, communicates responses to provide payment information, and/or explanation of applicable policies and procedures.
- 10% Work to add and remove staff from the CalTravelStore (Concur) and Connect Card databases. Maintain, file, and review daily/monthly Travel Store reports. Review, approve, and validate travel related invoices (CitiBank travel/meeting credit card statement and Connect Card statement). Research and resolve discrepancies then send approval invoices to accounts payable for payment in FI\$Cal.

Marginal Duties

- 5% Perform other duties as required, consistent with the specifications of the classification.

Knowledge, Skills, and Abilities

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; the uniform accounting system and financial organization and procedures of the State of California and related laws, rules, and regulations; principles of business management, including office methods and procedures; principles of public finance; business law.

Ability to: Apply accounting principles and procedures; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, complete, and concise reports; make sound decisions and recommendations in regard to the professional accounting problems in maintaining control of a departmental budget; establish

and maintain cooperative relations with those contacted in the work; and speak and write effectively.

Working Conditions

The California Energy Commission offers a hybrid workplace model that is designed to support a distributed workforce of both office-based and remote-centric workers that relies on a high level of telework. Limited-in person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance - whether office-based or remote-centric - is essential to the successful performance in this position. This position is office centered which means the incumbent will be working more than 50 percent of their time monthly from the office headquarter location.

Diversity and Inclusion Statement

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

Employee’s Acknowledgement: I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

Employee’s Name (Print): _____

Employee’s Signature: _____ **Date:** _____

Supervisor’s Acknowledgment: I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor’s Name (Print): Andrew Huang _____

Supervisor’s Signature: _____ **Date:** _____