STATE OF CALIFORNIA

DUTY STATEMENT
CEC-004 (Revised 2/2022)

Classification(s): Accounting Administrator II

Position Number: 535-212-4542-001

Division/Office: Administrative and Financial Management Services Division / Financial Management Branch / Accounting Office

Collective Bargaining Identifier (CBID): S01

Work Week Group (WWG): E

Effective Date: June 23, 2022

Conflict of Interest (COI): ☒ 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

Under the general direction of the Deputy Director, Administrative Services Division, the Accounting Administrator II is responsible for planning, organizing, and evaluating all Accounting Office activities and functions.

Essential Duties

55% Plan, organize and evaluate all Accounting functions of the Commission. Directly supervise Accounting Office staff, provide ongoing feedback and training, and conduct annual performance appraisals. Responsible for the timely and accurate completion of all monthly reconciliations and reports including: reconciliation of Fi$cal accounts to State Controller's accounts; fund reconciliations; loan reconciliations; bond reconciliations, tracking and payments; allotment expenditure reports; and trial balances. Ensure timely collection, deposit and recording of publication sales and loan repayments. Responsible for year-end closing including completion of DF-303 Detailed Fund Balance Reports using year-end financial reports. Annual report preparation including: develop staff workplans to organize workload; monitor progress to meet deadlines; review accounting closing procedures to ensure that they are in compliance with state policies and procedures; and analyze, review and certify that year-end reports for all funds are accurate and completed in a timely manner. Review and approve quarterly federal financial reports. Monitor and evaluate grant and loan expenditure reporting system to ensure that information is reconciled with FISCAL reports and loan repayments are recorded accurately. Ensure accurate recording and
timely payment of invoices for contracts. Troubleshoot and audit FI$CAL error files to research and review staff input and implement corrective action. Continually evaluate activities within the Accounting Office to equitably distribute workload, ensure adequate cross-training of staff, and evaluate the fiscal integrity of Accounting records and reports.

20% Responsible for discussing and negotiating sensitive issues with Control Agencies. Commission liaison with the Department of Finance and State Controller's Office for all accounting related matters including: directing the State Controller's Office to establish new accounts for special legislation and timely posting of Budget Act appropriations; and coordinating Department of Finance approval of quarterly Statewide Cost Allocation Plan (SWCAP) payments.

20% Analyze FI$CAL cost allocation and program/category balances to ensure that budget, encumbrance and expenditure information is properly classified and recorded. Continually evaluate processes within the office in order to streamline activities and provide management with accurate and timely information. Maintain adequate internal control including separation of duties, proper safeguarding of assets, and collection of receivables.

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; and 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): Damien Mimnaugh

Supervisor’s Signature: ____________________________ Date: __________