

# DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

<b>DIVISION</b> Administrative Services	<b>EFFECTIVE DATE</b>
<b>BRANCH/SECTION</b> Accounting Office/General Ledger/Reconciliations	<b>CLASS TITLE</b> Accountant Trainee (AT)
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>PHYSICAL WORK LOCATION</b> Sacramento or San Francisco
<b>INCUMBENT (if known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 680-405-4179-002

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:**  
Under close supervision of the Accounting Administrator I (Supervisor), the AT, as a learner, performs professional accounting work in the establishment and maintenance of accounts and records related to funds in the Accounting Office's Reconciliations unit while receiving training. The AT analyzes and posts documents to California Public Utilities Commission (CPUC), automated systems and Finance Information System for California (FI\$Cal) and provides customer service support to the Fiscal/Accounting Office.

<b>of time performing duties</b>	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
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	<b><u>ESSENTIAL FUNCTIONS:</u></b>
35%	Reviews, analyzes and prepares the required monthly reconciliations for the CPUC special and Federal funds appropriations to ensure fund/appropriations balances are normal. Reconcile fund/appropriations balances with records maintained by the State Controllers' Office (SCO) and State Treasury Office (STO) to identify any discrepancies and initiate appropriate action to correct these discrepancies. Apply training and knowledge of accounting principles and practices to prepare, review, and analyze financial reports, statements, accounts and records; and use appropriate automated systems to complete assigned work in accordance to defined process and rules and regulations.
35%	Prepares journal entries and posts ledgers. Applies knowledge of State Administrative Manual (SAM) and Administrative Services Directives in the review of documents, answering questions, updating, and communicating internal policies and procedures to other accounting units. Review, analyze, research and identify aged reconciling items and resolve by posting to FI\$Cal through the preparation of adjusting entry requests to control agencies, (i.e., SCO and STO) for these discrepancies.
25%	Prepares the Year End financial statements. This includes monitoring and posting of all adjusting entries and coordinating all corrections associated with each fund. Prepares the annual Fund Balance Reports for all the assigned funds. This includes coordination with other State agencies for all shared funds. Develop a positive and productive relationship with control agencies, CPUC managers and program staff to maintain professionalism. Assist in completing critical tasks related to year-end closing to ensure timely submission of financial statements.

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5%	<p><b><u>MARGINAL FUNCTIONS:</u></b></p> <p>Assist other accounting staff as necessary. Coordinate with other accounting managers and supervisors, work on special projects.</p> <p><b><u>KNOWLEDGE AND ABILITIES [From Class Specs]</u></b></p> <p><b>Knowledge of:</b> 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.</p> <p><b>Ability to:</b> 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.</p> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u></b></p> <p>Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.</p> <p>Ability to maintain a moderate workload with frequent interruptions, while maintaining a positive, professional demeanor to both Accounting Office and CPUC staff, as well as external customers.</p> <p>Occasional travel throughout the State includes evenings, overnight, weekends or several days at a time.</p> <p>Must be willing to work irregular hours, nights, and/or weekends to meet the Department's business needs.</p>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

<b>SUPERVISOR'S NAME (Print)</b> Ryan DelaPena	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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