



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Accountant Trainee

Working Title: Accountant Trainee

Position Number: 535-212-4179-XXX

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

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: March 12, 2026

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 CA Energy Commission programs and provides support in improving operational efficiency and effectiveness.

Under close supervision of the Accounting Administrator II (Supervisor), the Accountant Trainee performs, as a learner, professional accounting duties which may include, but are not limited to, the items below.

Essential Duties

30% Assist in the development, maintenance, and updating of various FISCAL tables to ensure accuracy and compliance with departmental requirements. Review the Budget Act to establish coding structures that accurately record agency data and reconcile with SCO records, ensuring precise year-end reporting. Create Alternate Accounts, Reporting Structures, Projects, and Activity Codes as directed by the Budget Section and in accordance with departmental policies. Process monthly depreciation and cost allocation processes. Develop, analyze, and maintain monthly statistical journals to verify budget availability for cost allocations. Monitor clearing account balances. Develop, update, and maintain both the month-end closing activity

calendar and the year-end work plan. Distribute the calendars and work plan to Accounting and Budget office.

- 20% While receiving additional training, assist with reconciliations and adjustments for Bond Fund administered by the Energy Commission. Performs monthly appropriation reconciliations between State Controller's Office (SCO) legacy system and Financial Information System for California (FI\$Cal) using SCO tab run and FI\$Cal reports. Performs monthly cash reconciliation between SCO, FI\$Cal, and State Treasury Office (STO) using SCO fund reconciliation, FI\$Cal reports, and STO reports. Performs monthly trial balance reconciliation between FI\$Cal monthly appropriation reconciliation and FI\$Cal trial balance report. Performs monthly reconciliation between integrated journal entries with SCO legacy system tab run report and FI\$Cal reports to ensure all journal entries are posted. Interprets journal entries and transfer documents received from SCO and inputs the information into FI\$Cal.
- 15% Assists with reviewing and analyzing fiscal reports to help inform department management regarding financial status and potential problem areas. Identifies discrepancies and work with FI\$Cal, SCO, departments, and program to correct accounts accordingly in FI\$Cal and with SCO.
- 15% Apply introductory FI\$Cal knowledge to follow transaction processing from start to finish and assist staff in identifying straightforward issues. Document findings in a clear and organized manner with directions from experienced team members.
- 10% Prepares financial statements for review and submission to SCO. Prepares Department of Finance (DOF) reconciliations (DF -303 and DF -304) for review and submission to DOF.

Marginal Duties

- 10% Performs other duties as required, consistent with the specifications of the classification. Serves as backup for the Federal unit in processing invoices and General Ledger unit in reconciliations.

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 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 CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is office-based, which means the incumbent works more than 50 percent of their time from the office headquarters.



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Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken 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): _____

Supervisor's Signature: _____ **Date:** _____