



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

Classification(s): Associate Accounting Analyst

Working Title: Associate Accounting Analyst

Position Number: 535-212-4588-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: July 22, 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

Under the general supervision of the Accounting Administrator I (Supervisor), the Associate Accounting Analyst (AAA) independently identifies and resolves the most complex and difficult assignment in the General ledger (GL) Unit. This position will act in a lead person capacity and will provide direction, training, development, analysis, and maintenance of financial records. The AAA provides guidance and support to the GL staff for the department's monthly reconciliations, financial statements, the year-end close (YEC) and the year-end open (YEO) process. The incumbent is expected to possess a broad knowledge of the State's accounting system and professional accounting procedures. Duties include, but are not limited to:

Essential Duties

35% General Ledger Lead Functions

The Associate Accounting Analyst (AAA) position may serve as a lead person in the General Ledger (GL) Unit. Independently reviews and analyzes financial transactions to ensure accuracy, timeliness, and compliance with applicable laws, regulations, and Generally Accepted Accounting Principles (GAAP). Responsibilities include applying accounting principles and data analysis, identifying and correcting discrepancies, monitoring trial balance reports, analyzing abnormal balances, and assisting GL staff with reconciling items as needed.

Coordinates with Accounting Office staff, Budget staff, and control agencies, including FI\$Cal, the Department of Finance (DOF), and the State Controller's Office (SCO)—to provide required information and resolve issues.

Collaborates with CEC Accounting System staff to complete Month-End Close (MEC) activities, review and clear balances in clearing accounts, and ensure clearing accounts maintain a zero balance each month. Supports the GL Supervisor by reviewing and approving monthly reclass journals posted in FI\$Cal for SCO interface journals. The AAA is responsible for preparing and reviewing various journal types in the GL module for Year-End Close (YEC), monitoring reverting-year transactions to ensure timely completion, and assisting with the review of financial statements submitted to SCO to ensure accurate and timely reporting.

30% Monthly Reconciliations and Year-End Reporting

Independently performs monthly reconciliations and prepares year-end financial statements for the most complex funds. Monthly reconciliations include the SCO/FI\$Cal Agency Reconciliation, cash reconciliations for Accounts 1140 and 1210, Plan of Financial Adjustments (PFA) reconciliation, and resolution of monthly insurer reconciling items. Prepares and submits financial statements and GAAP reports to SCO in a timely manner and prepares the DF-303 for the CEC Budget Office for inclusion in Fund Condition Statements.

15% Procedures, Technical Support, and System Knowledge

Independently develop and updates GL procedures. Maintains the GL correction tracking worksheets and participates in DOF year-end training while staying current on FI\$Cal system enhancements. Possesses strong knowledge of FI\$Cal functionalities, processes, and system workflows. Provides technical guidance and training to Accounting Office staff as needed.

10% Special Projects and Unit Support

Assists with prioritizing critical assignments and special projects assigned by upper management, including initiatives related to fiscal year close, audit preparation, and process-improvement efforts. Provides support to the General Ledger (GL) Unit as needed, such as processing journal entries, reconciling accounts, reviewing monthly financial reports, and ensuring timely completion of GL desk responsibilities during staff absences.

Marginal Duties

5% Training and Presentations

Prepares and delivers presentations and participates in training for departmental management, program staff, and other key personnel on accounting policies and FI\$Cal system capabilities.

5% Other Duties

Performs other duties as required, consistent with the classification specifications.



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Knowledge, Skills, and Abilities

Knowledge of: Accounting principles and procedures; governmental accounting and budgeting; principles of electronic data processing; principles of policy formulation; statistical methods; principles of finance; business law; principles of business management. The uniform accounting system and the financial organization and procedures of the State of California, policies, rules, and regulations of the Legislature, State Controller, State Treasurer, Department of Finance, and central control agencies as they relate to State agency financial management activities.

Ability to: Apply accounting principles and practices; analyze data and draw sound conclusions; analyze situations accurately and adopt an effective course of action; prepare clear, comprehensive, and concise reports; apply principles of finance and develop financial policy; apply statistical methods; analyze a variety of accounting data; identify trends, make projections, and draw conclusions; make sound decisions and recommendations with regard to accounting problems; work closely with operating managers to identify accounting office capabilities as they apply to a variety of program needs; establish and maintain cooperative relations with those contacted in the work; interpret and apply laws, rules, standards and procedures; and communicate 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.

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:** _____