



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

Classification(s): Senior Accounting Officer (Specialist)

Working Title: Account Receivable Specialist

Position Number: 535-212-4567-003

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

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: August 13, 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 direction of the Accounting Administrator I (Supervisor), the Senior Accounting Officer (specialist) (SAO) independently performs the most difficult accounting duties associated with the fund reconciliations, the preparation of the monthly, quarterly and year-end reports in Account Receivable Unit for California Energy Commission. The incumbent is responsible for performing the professional tasks in accordance with Accounting Section guidelines, State Administrative Manual (SAM), Uniform Codes Manual (UCM), Generally Accepted Accounting Principles (GAAP), State Controller's Office (SCO) policies, and state and federal laws. At the full journey level, the incumbent must have a thorough knowledge and understanding of the entire State accounting procedures and processes. Duties include, but are not limited to:

Essential Duties

- 40% Reimbursement lead in various programs including but not limited to EPIC, STEP, Loan, BUILD, and any upcoming reimbursement agreements. Works closely and independently with Contract Agreement Manager (CAM) on reviewing invoicing language, creating invoicing schedule and invoice template. Enter invoice into Financial Information System for California (FI\$Cal). Perform monthly reconciliation on outstanding invoices and send dunning 30, 60, 90-day letters. FI\$Cal. Serves as lead in training, answering questions and solving problems for accounting staff, budget team and CAM.
- 30% Performs reconciliations and adjustments for the Federal Funds administered by the Commission. Make journal entries and transfer documents received from the State Controller's Office and input the information into FI\$Cal. Requests federal funds as needed. Gathers data for quarterly reports for each federal grant. Analyzes and reconciles financial reports to the

State Controllers' records monthly. Identifies discrepancies and adjusts accounts accordingly. Reviews cash receipts and prepare remittance advice. Assists with reviewing and analyzing fiscal reports for the purpose of advising department management regarding financial status and potential problem areas. Prepares financial statements for review and submission to SCO. Prepare Department of Finance reconciliations (DF-303 and DF-304) for review and submission to DOF.

15% Perform monthly reconciliation with department bank deposits and check activities in the FI\$Cal system against State Treasury Office (STO) Centralized Treasury Trust System Account Statement (CTS). Work independently to resolve and correct reconciling items timely with clear and concise description of each item and status of correction.

10% Daily input the receipts for all monies received by the Commission into FI\$Cal.

Marginal Duties

5% Serves as backup for the cashier/travel desk. 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

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.



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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:** _____