



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: August 17, 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

35% Performs reconciliations and adjustments for Special Revenue Funds administered by the Energy Commission. Monitor daily, monthly and yearly operations of Fi\$cal by running and reviewing various reports. Provide reports to budgets and accounting staff. Assist staff in resolving system issues. Provide reports for various requestors after analyzing data and consulting with departmental staff. Assist in the monthly depreciation and cost allocations process.

- 30% Review the budget act to establish coding that appropriately records agency data so that it will reconcile with the State controller's Officer records insuring accurate year end reports. Establish Alt Accounts, Reporting Structures, Projects and Activity codes at the direction of the Budget Section and within departmental guidelines. Review clearing account balances.
- 20% Maintain a broad understanding and knowledge of the functionalities of Fi\$cal and how the system works in processing accounting transactions for m beginning to end.
- 10% 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 staff.

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; 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 regarding 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 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.



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

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:** _____