



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

Classification(s): Senior Accounting Officer (Specialist)

Working Title: Account Receivable Senior Accounting Officer (Specialist)

Position Number: 535-212-4567-006

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

Collective Bargaining Identifier (CBID): R01

Work Week Group (WWG): 2

Date Approved: August 25, 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 the general direction of the Accounting Administrator I, the Senior Accounting Officer (Specialist) performs professional accounting duties which may include but are not limited to the items below.

Essential Duties

35% Analyzes and reconciles financial reports to the State Controller's Office (SCO) records monthly. Identifies discrepancies and adjusts accounts accordingly. Assists with reviewing and analyzing Fi\$Cal reports for the purpose of advising department management regarding financial status and potential problem areas. Prepares financial statements for review and submission to SCO. Monitors and reconciles Unclear Collection (U/C) account. Works independently to resolve and correct reconciling items timely with a clear and concise description of each item and status of correction. Works on dishonored checks and buy-back checks. Follows State policies and SAM for write-offs. Knowledgeable in processing FTB Offset. Ability to work on AR monthly and yearly reconciliation and closing. Serves as lead in

training, answering questions and solving problems for accounting staff and Contract Agreement Manager (CAM).

- 25% Perform reconciliations and adjustments for the Federal Funds administered by the Commission. Makes journal entries and transfer documents received from the State Controller's Office and inputs the information into FI\$Cal. Requests federal funds as needed. Gathers data for quarterly reports for each federal grant. Reviews cash receipts and prepares remittance advances. Reimbursement lead in various programs including but not limited to EPIC, BUILD, and any upcoming reimbursement agreements. Works closely and independently with CAM on reviewing invoicing language, creating invoicing schedule and invoice template.
- 20% 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).
- 10% Perform daily submittal of invoices and receipts into Fi\$Cal.

Marginal Duties

- 10% Serves as backup for the Cashier and Reimbursement (items & PARs) 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 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:** _____