State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

Classification(s): Senior Accounting Officer (Specialist)

Working Title: Senior Accounting Officer

Position Number: 535-212-4567-001

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: November 9, 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 Senior Accounting Officer (specialist) (SAO) independently performs the most difficult accounting duties associated with the fund reconciliations, the preparation of the year-end reports and Detailed fund balance report (DF-303) in the General ledger (GL) 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

35% Independently reviews and analyzes financial transactions to ensure the accuracy and timeliness. This includes ensuring compliance with applicable laws, regulations, and Generally Accepted Accounting Principles (GAAP) are followed. Applies accounting principles and data analysis, independently identifies, and corrects discrepancies, monitors the trial balance report, analyzes abnormal balances, and assists GL staff in receiving reconciling items as needed. Coordinates with accounting office staff, Budget staff, and control agencies such as Financial

Information System for California (FI$Cal), Department of Finance (DOF), and State Controller Office (SCO) to provide necessary information and make corrections.
Collaborates with CEC accounting system staff to process Month End Close (MEC) activities, review and clear remaining balances in clearing accounts and endure clearing account maintain a zero balance each month.
Supports the GL supervisor by reviewing and approving monthly reclass journals posted in FI$Cal for SCO interface JEs. The SAO is also responsible for creating and reviewing various types of journals in GL module for Year-End Close (YEC). Monitors reverting year transaction process to ensure timely completion and assists reviewing financial statements submitting to SCO to ensure timely and accurate reporting.

35% Independently performs monthly reconciliations and year-end financial statements for the complex funds. Monthly reconciliations include the SCO/FI$Cal Agency reconciliation, cash reconciliation for Account 1140 and Account 1210, Plan of Financial Adjustments (PFA) reconciliation and monthly resolution of insurer reconciling items. Prepare DF-303 for CEC Budget Team for inclusion in Fund condition statements.

10% Independently develops and updates General ledger procedures. Maintains GL correction tracking worksheets and attends DOF year-end training, while staying informed on FI$Cal system enhancements.

10% Assists in prioritizing critical assignments and special projects assigned by Accounting Managers. Provides backup and training to the GL Unit as needed.

Marginal Duties

5% Provides presentations and participates in training for departmental management, program, and other key staff on matters concerning accounting policy and FI$Cal system capabilities.

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.

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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.

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:** _____