State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

Classification(s): Accounting Officer

Working Title: Accounting Officer

Position Number: 535-212-4546-951

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 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 general supervision of the Accounting Administrator I, Supervisor, the Accounting Officer performs, professional accounting duties which may include, but are not limited to the items below.

Essential Duties

35% Perform monthly SCO / FI$Cal Agency reconciliations, SCO FI$Cal fund reconciliations for assigned Governmental Cost funds and Nongovernmental Cost Funds for the Energy Commission. Ensure CEC monthly appropriation expenditures, revenue, cash deposits are recorded accurately, completely, timely, and match to SCO records. Analyzes and identifies Agency and Fund reconciling items working with FI$Cal, SCO, CEC accounting AP/AR, and program to correct the items accordingly in FI$Cal and with SCO.

Review monthly trial balance report and monitor monthly accounting activities and identify any abnormal balance in trial balance. Make corrections by working with CEC Accounting AP/AR groups and submit ticket to FI$Cal or SCO if applicable.

25% Generate monthly FI$Cal and SCO reports, download SCO Journals on daily basis for CEC Accounting Team. Review SCO monthly interface Labor Journals, Reclass and post in FI$Cal for month-end-close process timely.

20% Perform Fiscal year-end activities. Complete SCO/FI$Cal preliminary Agency and fund reconciliation for assigned funds timely. Ensure the reconciliations are cleaned, accurate, and completed. Post year-end accruals and adjustment entries for financial statements. Update assigned year-end assignments such as corrections, FI$Cal tickets, year-end accrual, and adjustment journals in Accounting GL tracking log.

15% Prepare financial statements for review and submission to SCO. Prepare Department of Finance (DOF) reconciliations (DF -303 and DF -304) for review and submission to DOF.

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 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 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.

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**: _____

State of California
California Energy Commission

DUTY STATEMENT

CEC-004 (Revised 4/2024)

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): Aiping Wu

Supervisor's Signature: _____ **Date**: _____