

## DUTY STATEMENT

EMPLOYEE NAME: \_\_\_\_\_ CURRENT DATE: 4/30/19  
CLASSIFICATION: Accountant Trainee (PI) (AT (PI)) POSITION #: 673-810-4179-918  
DIVISION/OFFICE: Administrative Services Division / Accounting CBID: R01  
SECTION: AB 32 Special Funds (AB 32)  
SUPERVISOR'S NAME: Meena Ganesan  
SUPERVISOR'S CLASS: Accounting Administrator I (S) (AA I (S))

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

### SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below)
- Duties require use of hearing protection and annual hearing examinations.

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### SUPERVISION EXERCISED: (CHECK ONE):

- None
- Supervisor
- Lead Person
- Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

NA

Total number of positions in Section/Branch/Office for which this position is responsible:

NA

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS:

NA

MISSION OF SECTION:

The purpose of the Accounting Branch is to perform accounting services including financial reconciliation, representation to control agencies, support of centralized services for all Boards, Departments, and Offices (BDO)'s for reimbursable contracts and procurements, invoice payments, Finance Information System for California (FI\$Cal) table maintenance support and financial records management, accounts receivable for California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency (CalEPA), which includes revenues, reimbursements and abatements, employee payroll and travel, specialized activities include: subvention processing and disbursements, grant disbursements for multiple specialized programs (Carl Moyer, CUPA, AQIP, Prop 1B, etc.), special accounting of specific funds called out by the legislature, such as Global Warming Solutions Act of 2006 (AB 32) activities in the Air Pollution Control Fund (0115), Cost of Implementation Fund (3237), and Greenhouse Gas Reduction Fund (3228), where Cap and Trade resides, administering the Cap and Trade fund for the State of California.

CONCEPT OF POSITION:

Under close supervision from the AA I (S) of the AB 32 Special Funds unit, the AT (PI) will perform professional accounting work at the entry & training level in a learning capacity related to AB 32 funds, including the Cap & Trade auction proceeds. The Cap & Trade Auctions are a compliance mechanism being used to help meet the greenhouse gases emissions target authorized in AB 32, the Global Warming Solutions Act of 2006. The incumbent in the AB 32 unit will be establishing and maintaining the accounts and records for specialized agency activities using FI\$Cal along with innovative technology to perform accounting tasks. The incumbent is responsible for providing consistent, timely, and good customer service when providing responses to internal or external customers, follow through on commitments, and solicit and consider internal and external customers input when completing work assignments.

% Of TIME RESPONSIBILITIES OF POSITION

35%-E Assist in the preparation and posting of data to the Greenhouse Gas Reduction Fund Administrative System (GGRFAS) for the use in making revenue and expenditure estimates as well as tracking actual activity (including yearend accruals). Assist in the development of additional features for the GGRFAS database as well as testing new code to ensure it acts as anticipated without damaging the integrity of existing code and functionality. Assist in the preparation of correspondence and data requests to the various agencies receiving GGRF authority.

Assist in the preparation of reconciliation of funds received and auction/reserve awards between FI\$Cal and the Greenhouse Gas Reduction Fund (GGRFAS) Administrative System and also between FI\$Cal and the State Controllers' Office (SCO) to ensure accuracy, completeness, and reasonableness by (a) working with Systems staff to ensure accounting tables are established and/or updated to report revenues appropriately; (b) developing a format for presenting revenue information that is user-friendly and working with Fiscal Systems staff to implement the format; and (c) ensuring that auction proceeds have been transferred to the GGRF by reconciling revenues reported on FI\$Cal reports with the SCO records.

35% -E Assist in the preparation of various reports for the funds managed by the AB 32 Special Funds Unit including generation and preparation of GGRFAS reports used for both reconciliation purposes as well as for sharing with management, Legislature Analyst Office (LAO), Department of Finance (DOF), and other stakeholders. Assist in the preparation of reconciliations for funds received from auction/reserve sales, for various agency's authority, expenditures, encumbrances, planned draws, actual draws and other use between FI\$Cal and GGRFAS and to ensure accuracy, completeness, and reasonableness. Assist the Budget Office staff in reporting authority, revenue and expenditures for the Governor's Budget and in providing meaningful fiscal responses to requests by the Legislature and other stakeholders.

25% -E Assist in the maintainance of the general ledgers for the funds managed by the AB 32 Special Funds Unit by preparing monthly reconciliations between CARB and CalEPA to SCO. Assist in the preparation of annual Financial Statements for submission to SCO and annual Consolidated Fund Reconciliations for submission to DOF. Post miscellaneous SCO journal entries into FI\$Cal. Prepare correction letters to SCO and correct FISCAL error reports.

Use software applications (i.e., Monarch, Excel, Word, Access) to assist with maintaining data set files for data analysis. Print monthly FI\$Cal reports.

5% -M Assist other accounting staff as necessary, including, but not limited to, reviewing batch input, keying transactions, and approving other accounting staff's batches for release by supervisor and download daily and monthly FI\$Cal reports.