DUTY STATEMENT

Classification: Staff Services Manager II (Supervisory)	**Branch:** Financial Services
Work Title: Budget Office & Accounting Office Manager	**Section:**
CBID: S01	**Position:** 202-4801-002
KEY = (E) ESSENTIAL OR (M) = MARGINAL	

POSITION DESCRIPTION:

Under general direction of the Executive Directorate, the position serves as the Office Manager for the Budget Office and Accounting Office. Responsibilities include: administering accounting, budgetary and audit functions of the California Energy Commission.

DUTIES AND RESPONSIBILITIES:

40% Recruits, develops, and directly supervises staff to ensure a high level of technical expertise in the daily conduct of administering the above programs. Plans, directs, and evaluates all accounting, budget and audit functions of the Commission including accounting month-end reports and reconciliations, year-end financial statements, annual budget development and maintenance, and fiscal audits of Commission programs. (E)

20% Responsible for the planning and development of fiscal policy issues. Assists the Executive Office in the development of the Commission's workplans and budget change proposals. Recommends resource allocation and prepares for and attends budget hearings as they relate to the Commission. (E)

15% Participates in fiscal updates with Budget and Management policy committee. Presents fiscal summaries, apprises the committee of potential issues and provides recommendations to ensure fiscal integrity and avoid over expenditure of appropriated funds. (E)

10% Responsible for the annual independent bond audit to ensure fiscal integrity and compliance with generally accepted accounting practices. Primary point of contact with bond counsel, infrastructure bank, state treasurer's office, and financial advisor for fiscal issues related to bond expenditures, payments and cash releases. (E)

10% Responsible for fiscal PIER program audits to ensure proper expenditure of funds and safeguarding of state assets. Presents management with findings and recommendations and participates in policy decisions to implement recommendations. (E)

5% Participates in discussions and negotiations relating to fiscal and programmatic issues with Department of Finance, Legislative Analyst's Office, and Legislative Committee Consultants. (E)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
_____ / _____ **VACANT** **Date** *Employee*	_____ / _____ **CLAUDIA CHANDLER** **Date** *Supervisor*