



DUTY STATEMENT

Classification: Accounting Officer	Position #: 212-4546-009
CBID: R01	Office: Accounting Office
Date Prepared: March 9, 2018	Division: Administrative Services
KEY: (E) = ESSENTIAL (M) = MARGINAL	

POSITION DESCRIPTION:

As a part of the California Energy Commission Financial Services, the Accounting Office provides control and direction for the accounting activities of all funds and programs. The office coordinates the funding for the administration of all California Energy Commission programs and provides support in improving operational efficiency and effectiveness.

Under the general supervision of the Accounting Administrator II, Supervisor, the employee assigned to this position performs professional accounting duties which may include, but are not limited to the items below.

WORKING CONDITIONS: The work is performed in an indoor office setting requiring the incumbent to sit, stand, and/or walk. The incumbent is required to work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

DUTIES AND RESPONSIBILITIES:

- 45% Analyze and audit contract invoices for compliance with the contract agreement, departmental policies and regulations. Forward invoices to the appropriate Contract Managers for approval; process and input schedules to Controller's for payment; record expenditures for individual contract files. Expedite small business invoices in accordance with the prompt payment act and process penalty fees for late payment. (E)

- 35% Establish and maintain accounts and records for the Renewable Energy Resource Trust Funds administered by the Commission; interpret and post journal entries and transfer documents from the State Controller's Office to CalSTARS; analyze and reconcile financial reports to the State Controller's records on a monthly basis; identify discrepancies and adjust accounts accordingly; prepare remittance advice for cash receipts; prepare Financial Status Reports on a quarterly basis; review and analyze fiscal reports for the purpose of advising department management regarding financial status and potential problem areas; review proposals to implement or change accounting procedures and recommend appropriate actions. (E)

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- 15% Post amendments to CalSTARS, contract files and forward a copy to State Controller's Office. Input and update encumbrance/liquidation information on CalSTARS. Monitor and certify funds are available for expenditure. Reconcile all contract balances to CalSTARS. (E)
- 5% Other duties as required consistent with the classification. (M)

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 <i>Employee</i>	_____ RACHAEL RECTENWALD <i>Supervisor</i>
Date	Date