



Classification: Senior Accounting Officer (Specialist)	Position No. 212-4567-xxx
CBID: R01	Office: Accounting
Date Prepared: May 25, 2018	Division: Administrative & Financial Management
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

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 division coordinates the funding for the administration of all California Energy Commission programs and provides support in improving operational efficiency and effectiveness.

Under the general direction of the Accounting Administrator II, Supervisor, the employee assigned to this position performs professional accounting duties for the New Solar Homes Program (NSHP), Electric Program Investment Charge Fund and the Renewable Resources Trust Fund which may include, but are not limited to the items below.

WORKING CONDITIONS. Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

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:

- 25% Encumber NSHP requests from the Web Tool. Payment of NSHP invoices. Reconcile payments per FI\$Cal to the NSHP Web Tool on a monthly basis. Reconcile encumbrances per FI\$Cal to the NSHP Web Tool on a quarterly basis. Communicate with program staff on a daily basis to resolve NSHP payment and reconciliation issues.
- 25% Establish and maintain the Electric Program Investment Charge (EPIC) fund and the Renewable Resources Trust Fund. Interpret journal entries and transfer documents received from the State Controller’s Office and inputs the information into our accounting system. Submit quarterly reports. Analyze and reconcile FI\$Cal reports to the State Controller’s records on a monthly basis. Identify discrepancies and adjust accounts accordingly. Prepare remittance advice for cash receipts. Review and analyze fiscal reports for the purpose of advising department management regarding financial status and potential problem areas.(E)
- 20% Encumber EPIC and GEO grant agreements. Schedule EPIC and GEO invoices for payment. Input payment data to the PIMS system. Reconcile PIMS database to FI\$Cal at time of payment. Handle vendor inquiries.



- 10% Assist in reviewing, auditing, and processing travel expense claims (TEC) and other requests for reimbursement through the CalATERS automated travel expense claim system. Reconcile, and process travel related invoices. Review and confirm that the travel claims and supporting documentation are in accordance with the State Administrative Manual (SAM), Bargaining Unit Memorandum of Understanding, Department of Human Resources rules and regulations, State Controller’s Office, Department of Finance and California Code of Regulations and the Victims Compensation and Government Claims Board rules and regulations. Review and determine that all travel claims are within statutory limits and that all documentation is correctly coded for input. Set up receivables and billing for all reimbursable travel expenses. Apply department and control agency policies in order to authorize payments from the Revolving Fund. Provide information to department staff on travel policies, procedures, regulations, and guidelines. Maintains a database for incoming TEC’s, monitors the turnaround time in processing claims, and provides monthly status reports to upper management. Monitor outstanding expense claims and advances. Manage the collection process (E)

- 10% Maintain and reconcile the American Express Business Travel Account, including the Travel Store, Enterprise Rental Car, and Southwest Airlines (SWABIZ). Analyze monthly travel reports to make sure that expenses are posted to the correct Department ID number and confirm they are Ca Energy Commission employees. Make appropriate accounting entries to the FI\$Cal accounting system to record expenditures and contact the Travel Store/SWABIZ for any discrepancies found. Coordinate changes and corrections with the department’s travel agency and American Express. (E)

- 5% Invoice Energy Compliance Fees; remit receipts to State Controller’s Office; perform monthly fund reconciliation; send collection letters. Review the percentage change for Implicit Price Deflator for state and local government purchases of goods and services and adjust the compliance fee accordingly. The process will be concurrent with the invoicing process so that rates are adjusted prior to issuing invoices. Follow up to make sure the invoices have been paid. If not, send 30, 60, 90 day letters for non-payments. Record all payments and remit to the Energy Facility License and Compliance Fund. (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	_____ Date	_____ Supervisor	_____ Date
Senior Accounting Officer		Accounting Admin II (Supervisor)	