



JOB OPPORTUNITY BULLETIN

CLASSIFICATION: Accounting Technician

TENURE: Permanent

TIME BASE: Full Time

SALARY: \$2,868 - \$3,593

LOCATION: Accounting Office, Administrative and Financial Management Division
Sacramento, CA

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under the supervision of the Accounting Administrator II, Supervisor, incumbent is responsible for the California Energy Commission (CEC) Travel Desk. Incumbent audits and processes for payment employees' travel claims using the California Automated Travel Expense System (CALATERS) and processes occasional manual claims, and is responsible for the timely processing of travel and training advances, prompt payment of Transit invoices. Incumbent audits and schedules for payment other travel related invoices as needed. Incumbent is the Travel Liaison between Accounting and Commission staff

The full duty statement is available at <http://www.energy.ca.gov/careers/jobs.html>

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Knowledge of state accounting procedures.
- Excellent interpersonal skills and the ability to communicate effectively with staff.
- Working knowledge of Microsoft Word and Excel.
- Outstanding attendance, punctuality, and dependability.

WHO MAY APPLY: Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. Electronic applications will be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #212-274 and Position #535-202-1741-019 in the "Explanation Section" of the STD 678.** Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview. **NOTE: Failure to comply with the filing instructions and incomplete applications received will not be considered.**

Please Note: Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

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SUBMIT APPLICATIONS TO:

Personnel Services Office

Attn: RPA #212-274

1516 9th Street, MS-3

Sacramento, CA 95814

Phone: 916-654-4305

**California Relay (Telephone) Service for
the Deaf or Hearing-Impaired**

From hTDD Phones: 1-800-735-2929

From Voice Phones: 1-800-735-2922