



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Accounting Officer (Specialist)  
**TENURE:** Permanent  
**TIME BASE:** Full Time  
**SALARY:** \$4,177 - \$5,230  
**LOCATION:** Accounting Office, Administrative Services Division  
**FINAL FILING DATE:** Until Filled

**DUTIES/RESPONSIBILITIES:** 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 applies policies and procedures and ensures compliance with contract agreements in performing various professional accounting duties in all aspects as related to contract invoices and payments.

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.
- Knowledge and/or experience working with CALSTARS.
- Excellent interpersonal skills and the ability to communicate effectively with staff.
- Working knowledge of Word and Excel.
- Excellent 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 #212-414 and Position #535-212-4546-009 in the "Explanation Section" of the STD 678.** A separate application is required for each position. Resumes are welcome but do not take the place of the completed State Application STD 678. 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.*

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
 Attn: RPA #212-414  
 1516 9<sup>th</sup> 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