



# JOB OPPORTUNITY BULLETIN

**CLASSIFICATION:** Senior Accounting Officer (Specialist)

**TENURE:** Permanent

**TIME BASE:** Full Time

**SALARY:** \$4,784 - \$5,988

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

**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 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.

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 #212-510 and Position #535-212-4567-005 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.*

**SUBMIT APPLICATIONS TO:**

Personnel Services Office

Attn: RPA #212-510

1516 9<sup>th</sup> Street, MS-3

Sacramento, CA 95814

Phone: 916-654-4309

**California Relay (Telephone) Service for  
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**From hTDD Phones: 1-800-735-2929**

**From Voice Phones: 1-800-735-2922**