

DUTY STATEMENT

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Proposed

Employee Name: Vacant	Current Date: July, 2024
Classification: Senior Accounting Officer (Specialist)	Position #: 673-810-4567-XXX
Division/Office: Administrative Services Division	CBID: R01
Section: AB32 Special Funds Unit	
Supervisor Name: Archana Bachhar	Supervisor Classification: Accounting Administrator I (Supervisor)

I certify that this duty statement accurately describes the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree it represents my assigned duties.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under the Conflict-of-Interest Code.
- Duties performed may require pre-employment physicals.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEAD PERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**:

MISSION OF SECTION: AB 32 requires California to reduce its GHG emissions to 1990 levels — a reduction of approximately 15 percent below emissions expected under a “business as usual” scenario. Under AB 32, CARB must adopt regulations to achieve the maximum technologically feasible and cost-effective GHG emission reductions. The AB 32 Unit assists CARB in meeting the GHG emissions reduction plan by offering administrative services that include various accounting activities and projects to facilitate goal accomplishment, e.g., implementation of the accounting-related portion of the Cap & Trade and other AB32-related programs. The unit also develops and implements accounting policies impacting Cap & Trade and other AB32-related programs and meets with the management of the accounting branch and program staff to discuss cash flow/ revenue issues.

CONCEPT OF POSITION: Under the general direction of the Accounting Administrator I (Supervisor) of the AB32 Special Funds Unit, the Senior Accounting Officer (Specialist) will independently perform the more complex accounting duties for the California Air Resources Board (CARB) and the Office of the Secretary for Environmental Protection (CalEPA) funds related to Assembly Bill 32 (including the California Cap & Trade Program and Cost of Implementation Account (COI)). Special program activities include revenue reconciliation and reporting for Cap & Trade auction proceeds and developing and maintaining the GGRF Administration System (a program intended to manage cash flow for the Greenhouse Gas Reduction Fund). The Senior Accounting Officer works directly with various control agencies (State Treasurer’s Office, State Controller’s Office, Department of Finance, and California State Auditors) and liaises with other state offices on behalf of CARB and CalEPA.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Create and maintain ongoing liaison with various GGRF (Greenhouse Gas Reduction Fund) funded agency programs and fiscal managers. Request and analyze GGRF-funded agencies’ fiscal reports generated through various accounting systems, including Financial Information System for California (FI\$CAL), Systems, Applications and Products (SAP), as well as others to develop comprehensive reports for CARB management, Department of Finance (DOF) and 3rd party stakeholders. Input the data into the GGRFAS system and review and reconcile the data for accurate annual and semi-annual reporting representation. Establish and maintain the appropriation, appropriation adjustments, encumbrances, and expenditures in GGRFAS.
25% - E	Independently work with the budget unit and Industrial Strategies Division to forecast estimated revenues/ total revenue recognized that is required for the

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	<p>COI annual fees and reviewing the fiscal components of the AB32 Annual Report. Prepare the quarterly Auction proceeded estimated email to the State Controller Office, coordinate the release of auction information between STO and program, and prepare the remittance advice for STO reporting. Record the auction proceeds in GGRFAS and maintain the auction's percentage base authority.</p> <p>Meet with the Transportation and Toxics Division (TTD) on GGRF, ensure TTD staff accurately reconcile their appropriation tracking sheets to the accounting data, and review and analyze the semi-annual appropriation table. Maintain ongoing liaison with CARB program managers across various divisions and Fund Ascertain program manager's accounting data/reporting needs, identify changes in programs that affect the GGRFAS and COI reporting, and encourage continued use of accounting data by program managers. Regularly meet with program managers to ensure that we understand their appropriations and regularly and accurately reconcile their tracking sheets with the accounting data.</p>
20% - E	<p>Independently Review, analyze, research, and identify possible ways to improve data maintenance in the GGRFS. Recommend improvements in reporting capabilities and formats that will meet management, DOF, and 3rd party stakeholders' needs. Assists in evaluating the GGRFAS with a focus on enhancements, including improving accounting procedures for utilizing the GGRFAS.</p>
20% - E	<p>Maintain the general ledgers for the funds managed by the AB32 Special Funds Unit, including independently preparing, reviewing, and analyzing monthly appropriation and fund reconciliations between CARB and CalEPA to the State Controller's Office (SCO). Prepare the annual financial statements for submission to SCO, including adjusting entries and accruals. Year-end consolidated fund reconciliations for submission to DOF. Prepare DF-117 and DF 303 for funds and consolidated fund condition statement, etc., to be submitted to DOF. Consolidated Fund Reconciliations for submission to DOF. Work with CARB/CalEPA 's DOF analyst and fund users to resolve variances. Prepare and post miscellaneous SCO journal entries into Fi\$cal system.</p>
5% - E	<p>Use software applications (i.e., Monarch, Excel, Word, Access) to assist with maintaining data set files for data analysis. Print monthly GGRFAS reports and prepare reports for management and other stakeholders. Provide Training to Staff as needed.</p>
5% - M	<p>Assist other accounting staff as necessary, including, but not limited to, reviewing batch input, keying transactions, and approving other accounting staff's batches for release by supervisor and downloading daily and monthly system reports. Be the backup for AAI and manage unit email. May perform other duties related to and under the scope of the classification.</p>