



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ACCOUNTANT

Group-Section: Chief Financial Officer	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 38 Job #: YA01
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JOB SUMMARY

This is the journey level position performing Accountant job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and use judgment in interpreting and adapting accounting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. Decisions regarding what needs to be done depend upon analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Supervision Given: May act as a lead. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Reviews and analyzes reports, validates accuracy and timeliness of transactions, and resolves or recommends resolution of issues.
2. Analyzes, researches, and reconciles accounts and records of financial transactions, and resolves or recommends resolution of issues. Reconciles sub-system to General Ledger.
3. Prepares cost transfers, journal entries, and check requests, and develops or updates spreadsheets and reports.
4. Gathers and analyzes documentation and financial data, and prepares reports for external filings.
5. Maintains property ownership and escrow records.
6. Evaluates requests for assistance, coordinates resolutions, and provides response.
7. May provide information to internal and external auditors and assists in preparing responses to audit findings.
8. May participate on a project team.

9. Performs other related Accountant job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree in Accounting or Business Administration with an emphasis on accounting from an accredited college or university and two years of relevant experience , or a combination of education and experience equaling six years.

Required Knowledge of: Accounting concepts, principles, and practices, including rules and regulations issued by the appropriate governing bodies; enterprise accounting software; and current office technology and equipment.

Required Skills and Abilities to: Use enterprise accounting systems; 10 key by touch; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

- None

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

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Adopted: 03/11/13

Revised:

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MWD
Metropolitan Water District of Southern California

Vision Requirements: No special vision requirements.

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