



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ACCOUNTING UNIT MANAGER

Group-Section: Office of the Chief Financial Officer - Controller Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 064 Job #: UM001
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JOB SUMMARY

Responsible for managing and supervising daily accounting activities, including general ledger, plant and equipment, store's inventory, accounts receivable, cash accounting, and grant accounting.

OVERSIGHT

Supervision Received: Receives direction from the Assistant Controller, Controller, or Assistant General Manager/Chief Financial Officer.

Supervision Given: Manages and supervises a staff of professionals and paraprofessionals.

JOB DUTIES

1. Manages the daily activities relating to general ledger, plant and equipment accounting, accounts receivable, and cash accounting.
2. Manages the month-end closing process to provide timely to accurate and trial balances and financial reports.
3. Manages the preparation of account analysis and reconciliations for general ledger accounts; and ensures that accounting transactions are properly reviewed and approved by lead accountants and management.
4. Manages the calculation and distribution of clearing rates including labor burden rates, general and administrative rates, and indirect cost allocation rates.
5. Recommends and implements modifications to Metropolitan's accounting policies and procedures to ensure compliance with Generally Accepted Accounting Principles, internal policies, and regulatory guidelines within areas of responsibility.
6. Assists in the review and analysis of new accounting rules and develops policies and rules within areas of responsibilities to ensure Metropolitan compliance with Generally Accepted Accounting Principles; serves as lead on the upgrades of financial systems.
7. Assists in the documentation and testing of internal controls over financial reporting on an annual basis.
8. Manages the accounting and reporting for federal grants including preparation of the annual single audit.
9. Manages the accounting and reporting for certain organizations where Metropolitan serves as trustee.
10. Prepares and monitors unit's business plan and annual operating budget.

11. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling, and performance assessment; and meets with lead accountants regarding progress and issues relating to their areas of responsibility.
12. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: Management and supervisory concepts and techniques; budgetary concepts and procedures; accounting policies and procedures; relevant policies, practices, and procedures needed to support and manage accounting functions in a large, complex, automated organization; large financial systems; Generally Accepted Accounting Principles; and Generally Accepted Auditing Standards.

Required Skills and Abilities to: Manage a diverse work force; prepare comprehensive administrative and technical documents and reports; analyze accounting operations; review work products for quality and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, public agencies, and contractors; and use accounting and business applications.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License
- A Certified Public Accountant license issued by the California Board of Accountancy.

Registrations

- None

DESIRABLE QUALIFICATIONS

Strong spreadsheet and database skills; work experience in a government or utility setting; and Oracle Financial systems, PeopleSoft Human Resources, and Payroll.

PHYSICAL DEMANDS/WORK ENVIRONMENT

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 essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements