



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR ACCOUNTANT

Group-Section: Chief Financial Officer	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 45 Job #: YA02
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JOB SUMMARY

This is the advanced journey level position performing Senior Accountant job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialists using initiative and resourcefulness when deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects, and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts that arise; coordinating the work with others as necessary; and interpreting policy on their own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

Supervision Given: Acts as a lead. Coordinates and reviews 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

General Accounting

1. Prepares, reviews, and posts journal entries.
2. Prepares account reconciliations and reports; performs account analyses including distributing water sales revenues to appropriate funds.
3. Reviews billings for accuracy and timeliness and follows up on collections.
4. Performs system administration functions. Opens and closes accounting periods, imports and exports data to and from various financial systems, and identify and resolves transaction exceptions. Maintains account codes in the water billing systems.

5. Analyzes and clears suspense account.
6. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
7. Performs other related Senior Accountant job duties as required.

Plants, Reporting and Grants

1. Maintains the Oracle Asset Tracking System as it relates to the property and plant assets, including additions, retirements, adjustments, and depreciation expense.
2. Establishes a process and communicates with other Metropolitan employees to ensure the property and plant accounting is in compliance with internal policies and procedures as well as generally accepted accounting principles; Monitors and analyzes the property and plant processes and related activities; and assists in the preparation of the annual financial report as it relates to property and plant.
3. Coordinates and provides support to Federal Grant Administrators related to grant accounting which includes grant set-ups, transfer requests, billing, and ensuring that tracking and reporting of costs are consistent with relevant regulations.
4. Works with staff to ensure the accurate and timely preparation of the annual Single Audit Report and coordinates with auditors and Federal Grant Administrators on the single audit.
5. Prepares the indirect cost allocation plan (overhead rate).
6. May review journal vouchers, templates, reconciliations, and reports prepared by junior staff 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 four years of relevant experience; or a combination of education and experience equaling eight years.

Required Knowledge of: Accounting concepts, principles, and practices, and enterprise accounting systems; financial report preparation; federal grant guidelines; project management; and current office technology and equipment.

Required Skills and Abilities to: Use enterprise accounting systems; tabulate, record and balance assigned transactions; 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; lead and train; 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.

Vision Requirements: No special vision requirements