



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL ACCOUNTANT

Group-Section: Chief Financial Officer	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 49 Job #: YA03
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of accounting guidelines. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

OVERSIGHT

Supervision Received: The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or priorities.

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

1. Performs accounting analysis; prepares, approves, and posts complex journal entries; prepares account reconciliations; reviews highly complex accounting transactions; and generates schedules, reports, and other forms of reporting output.
2. Performs system administration functions. Sets up system default values for accounting calendars, chart of accounts, billing, templates, rate and cost schedules, and validation rules. Opens and closes accounting periods; imports and exports data to and from various financial systems; identifies and resolves transaction exceptions; performs and reviews transfers and adjustments; and enters budget information. Creates custom reports using end user reporting tools.
3. Receives, reviews, and validates invoices and initiates requests for payments related to Metropolitan's water supply, storage, and exchange programs.

4. Analyzes water delivery data, applies water and conservation program adjustments, and prepares billing to member agencies.
5. Evaluates internal and external requests, coordinates resolution, and provides response.
6. Researches and or reviews the applicable accounting standards to provide recommendations for appropriate accounting treatment.
7. Verifies or validates information entered into various financial systems by users to ensure accuracy and compliance with applicable requirements.
8. Acts as Project Manager; plans, coordinates, and conducts projects within area of responsibility, including monitoring scope, quality, budget, and schedule.
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 six years relevant experience; or a combination of education and experience equaling ten years.

Required Knowledge of: Accounting concepts, principles, and practices; applicable rules and regulations; enterprise accounting software; project management; and current office technology and equipment.

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