



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

INTERNAL CONTROLS AND WATER INVENTORY TEAM MANAGER

Group-Section: Chief Financial Officer - Controller	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 059 Job #: TM046
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JOB SUMMARY

Responsible for managing and supervising the activities related to water inventory accounting including the State Water Project and Water Transfer Programs; coordinating the preparation of and updates to internal control documentation including issuance of the annual report on internal controls; coordination of preparation of monthly presentation to the Finance and Insurance Committee; supervision of the preparation of the statement of cash flows; and supervision of the activities related to inventory cycle counts.

OVERSIGHT

Oversight Received: Receives direction from, Unit, Section, or Assistant General Manager/Chief Financial Officer.

Oversight Given: Manages and supervises a staff of professionals, paraprofessionals and administrative support.

JOB DUTIES

1. Supervises the accounting activities related to the State Water Project and Water Transfer Programs.
2. Supervises the preparation of and updates to internal control documentation, as well as coordinating the annual audit of internal controls.
3. Supervises the preparation of materials for presentation to the Finance and Insurance Committee.
4. Coordinates preparation of the Statement of Cash Flows for quarterly and year-end reporting.
5. Coordinates research on various accounting and auditing issues as they arise.
6. Supervises preparation of the quarterly cycle count memo.
7. Coordinates team activities with other Chief Financial Officer teams and with managers and staff in other business units; and participates in the planning and implementation of complex projects.
8. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling and performance assessment; and review work for thoroughness, adherence to quality standards, and accuracy of results.
9. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university, and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity, or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Management and supervisory methods 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; complex financial systems; Generally Accepted Accounting Principles; and Generally Accepted Auditing Standards.

Required Skill and Abilities to: Manage a diverse workforce; 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

- A Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- A Certified Public Accountant license issued by the California Board of Accountancy.

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 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.

Vision Requirements: No special vision requirements