



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

REPORTING UNIT MANAGER

Group-Section: Office of the Chief Financial Officer – Controller Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 066 Job #: UM039
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JOB SUMMARY

The Reporting Unit Manager is responsible for managing and supervising the process that results in the issuance of all financial statements and reports for Metropolitan and the organizations for which it is a trustee and/or treasurer. Also responsible for the accounting activities for Oracle Project Accounting and Grants Management, plant and equipment, and grant accounting.

OVERSIGHT

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

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

JOB DUTIES

1. Manages the process related to plant assets, including responsibility for the Oracle Fixed Assets System.
2. Supervises the preparation and filing of all Metropolitan financial reports including modified accrual, GM monthly, quarterly and annual financial statements, CAFR, and State Controller Financial Transaction Report. Also responsible for obtaining relevant information from Metropolitan stakeholders for input on the financial reports.
3. Manages the accounting, reporting, and audits for organizations where Metropolitan serves as trustee and/or treasurer.
4. Manages the accounting, set-up, and cost transfer transactions in Oracle Project Accounting and Grants Management.
5. Coordinates the activities of the external auditors including the Single Audit.
6. Supervises the grant management process including preparation of the annual Schedule of Expenditures of Federal Awards and Indirect Cost Allocation Plan.
7. Oversees the training of grant and project administrators as well as procurement and accounting personnel in grant management.
8. Prepares and monitors unit's business plan and annual operating budget
9. Develops and makes presentations to the Board, authors Board letters for action by the Board of Directors on matters affecting accounting and financial reporting.
10. Supervises the preparation of the administrative overhead and labor additive rates.

11. 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.
12. Assist 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 related systems.
13. Assists in the documentation and testing of internal controls over financial reporting on an annual basis.
14. 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.
15. Supervises staff including selection, assignment, and monitoring of work, coaching, counseling and performance assessment; and reviews work for thoroughness, adherence to quality standards, and accuracy of results.
16. 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 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

Job Title: Reporting Unit Manager

Job Code: UM039

Effective: 6/28/20

Adopted Date: 1/29/21

Revised:

Supersedes:

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Licenses

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