



Title: Accounting Unit Manager

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Work Location: Los Angeles, California,

Description

The Metropolitan Water District of Southern California is a consortium of twenty six cities and water districts that provides drinking water to nearly 19 million people in Southern California. Metropolitan's mission is to provide its service area with adequate and reliable supplies of high quality water to meet current and future needs in an environmentally and economically responsible way. Metropolitan's facilities include the 242-mile Colorado River Aqueduct, five conventional water treatment plants with a combined capacity of 2.6 billion gallons per day, nine surface water reservoirs, 800 miles of pipeline, and 16 hydroelectric power plants.

Accounting Unit Manager

Metropolitan's Chief Financial Officer Group, Controller Section, has one (1) opening for an Accounting Unit Manager available at its Headquarters in Los Angeles, California.

As the Accounting Unit Manager you will be responsible for managing and supervising a staff of accounting professionals. Within this role, you will need to effectively communicate with a variety of people within the organization in order to appropriately manage the daily activities related to the general ledger and the month-end closing process.

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.

Work Schedule: 9/80, Alternate Fridays Off

Required Skills

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.

Relevant Experience is defined as: professional working experience within the field of accounting.

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

Licenses

- A Certified Public Accountant license issued by the California Board of Accountancy is required at time of application.

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: Light

Work Environment: Primarily an indoor work environment typical of an office setting. The work environment may include some exposure to outside elements. May travel to various sites requiring overnight stay.

BENEFITS

- Competitive compensation
- Excellent medical, dental, life, vision and retirement plans, including pension plan and 401k (with matching contribution), tuition reimbursement, and more
- Training and advancement opportunities
- On-site fitness center
- Excellent working environment
- Hub of public transportation: rail, subway, buses, and taxis
- Public transportation reimbursements and van pools

For more information on MWD benefits, please use the following link:
http://www.mwdh2o.com/PDF_Careers/benefits.pdf

This job announcement has been designed to indicate the general nature and level of work being performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. To receive a copy of the complete job description, please send an email to jobs@mwdh2o.com.

The Metropolitan Water District of Southern California is committed to providing reasonable accommodations to qualified individuals with disabilities. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process, please call (213) 217-7738 or email jobs@mwdh2o.com.

MWD is a Federal and State EO employer - Veterans/Disabled and other protected categories

Kind: Full Time

Level: Manager

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