



Title: Financial Reporting and Plant Asset Team Manager Date Printed: 09/23/2017

Job Posted On: 09/12/2017

Posting Expiration Date: 10/12/2017

Work Location: Los Angeles, California,

## Description

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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.

### **FINANCIAL REPORTING AND PLANT ASSET TEAM MANAGER**

Metropolitan's Chief Financial Officer Group, Controller Section, has one (1) opening for Financial Reporting and Plant Asset Team Manager available at its Headquarters in Los Angeles, California.

As a Financial Reporting and Plant Asset Team Manager you will be managing the process that results in the issuance of quarterly and year-end financial statements; managing the daily activities related to plant asset accounting, supervising the grant management process; supervising the preparation of the administrative overhead and labor additive rates; and coordinating the issuance of monthly modified accrual reports.

#### **JOB DUTIES**

1. Manages the process related to plant assets, including responsibility for the Oracle Asset Tracking System (OATS).
2. Supervises the preparation of quarterly and annual financial reports including obtaining relevant information from Metropolitan stakeholders.
3. Coordinates the activities of the external auditors.
4. Supervises preparation of the administrative overhead and labor additive rates.
5. Supervises the grant management process including preparation and issuance of the annual Single Audit report.
6. Coordinates preparation of the monthly modified accrual reports.
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 reviews work for thoroughness, adherence to quality standards, and accuracy of results.

9. Performs other related duties as required.

Work Schedule: 9/80, Alternate Fridays Off

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## **Required Skills**

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### **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.

Relevant Experience is defined as: professional work experience preparing financial reports.

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.

### **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

## Benefits

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### 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](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](mailto: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](mailto:jobs@mwdh2o.com).

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

**Kind:** Full Time

**Level:** Manager

## Apply

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To apply for this position, please copy and paste the following link into your browser address bar:  
<http://mwdh2o.contacthr.com/57599440>

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Diversity.com is the most trusted and affordable resource for any organization in search of diverse professionals, managers and executives. Founded in September 2000, Diversity.com is a privately held, 100% African American family owned small business with headquarters in Atlanta, GA. We market our recruitment services nationwide to all types of industries, organizations and communities with particular emphasis on attracting talented science, technology, education and medical savvy men and women.