



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT SECTION MANAGER I
Assistant Controller

Job Announcement Number: 5842 LY

Application Filing Period: August 27, 2009 – **Open until sufficient qualified applications are received**

Hourly Salary Range: \$53.94 - \$74.37

Yearly Salary Range: \$112,195 - \$154,690

Locations: Union Station – Los Angeles, CA

Job Hotline: 1-800-540-6311

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and diversity in both its employment programs
and business contracting opportunities.

JOB INFORMATION

The Chief Financial Officer Group, within the Controller Section, currently has one (1) opening for an Assistant Section Manager I/Assistant Controller within the Office of the Controller.

Responsible for assisting in the management of accounting functions and daily general accounting activities, including general ledger, accounts receivable, cost accounting, plant and property, inventory, investment activity, water billing, and financial reporting and analysis.

Job duties include, but are not limited to:

1. Manages the daily activities related to maintaining the general ledger to ensure accurate and timely tracking and reporting of general accounting information; reviews the more complex and infrequent accounting entries; maintains communications with non-finance managers to ensure accounting staff receives required information in a timely manner.
2. Supervises staff including selection, assignment and monitoring of work, coaching, counseling and performance assessment; meets with lead accountants and team managers regarding progress and issues relating to their areas; ensures that accounting transactions are properly reviewed by lead accountants and manager.
3. Provides standard and special financial reports and analyses to management to facilitate decision-making and for compliance purposes; manages the preparation of quarterly and annual reports for independent audit and quarterly state and federal reports; directs the preparation of account analysis and ad hoc analysis as requested by senior management.
4. Manages the federal grants accounting and reporting functions including the annual Single Audit; establishes and maintains procedures for the accounting and administration of federal grants; reviews and approves calculation of indirect cost allocations; coordinates and reviews the single audit report.

5. Manages the review and analysis of new accounting rules and develops policies and rules to ensure District compliance with GAAP; works with senior level accounting staff to analyze new accounting rules and their impact on the District; oversees the upgrades of financial systems and development of new database information and reports.
6. Prepares and monitors the Unit's business plan and annual operating budget; acts on behalf of the Controller in his/her absence with signing authority of documents.
7. Performs other related duties as required.

Job Description No.: Z04 Pay Grade: M28 Bargaining Unit: MAPA – Unit 04
Work Schedule: 44/36 (Alternate Fridays off)

JOB REQUIREMENTS

MINIMUM REQUIREMENTS

Education and Experience:

A bachelor's degree from an accredited college or university AND fourteen years of increasingly responsible relevant experience, of which, six years must have been in a management or supervisory position;

OR

An advanced degree from an accredited college or university AND twelve years of increasingly responsible relevant experience, of which, six years must have been in a management or supervisory position.

If the position requires a college/university degree, said degree must have been issued by an educational institution recognized as accredited by the United States Department of Education. Degrees issued by educational institutions outside the United States must include documentation validating the equivalency of that degree to the same degree in the United States to be considered acceptable for Metropolitan purposes.

Required Knowledge of:

- Management/supervisory methods and techniques
- Budgetary concepts and procedures
- Government and enterprise accounting policies and procedures
- Relevant policies, practices and procedures needed to support and manage accounting functions in a large, complex automated organization
- Securities and tax laws
- Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards.

Required Skills and Abilities to:

- Manage a diverse work force
- Conduct complex problem-solving related to accounting procedures and reporting requirements
- Assist in integrating appropriate funding, staffing, and other resources into the planning process for the Section
- Prepare comprehensive administrative and technical documents and reports; establish effective working relationships with internal units and external organizations
- Prepare and deliver clear, concise, well-organized and interesting presentations to a wide variety of audiences having varying levels of technical knowledge
- Analyze and research complex accounting and auditing issues

CERTIFICATES, LICENSES and REGISTRATION REQUIREMENTS
Active Certified Public Accountant (CPA) license from the State of California.

DESIRABLE QUALIFICATIONS

- Knowledge of GAAP in a government and/or utility environment
- Strong familiarity with major software applications such as Oracle and Peoplesoft financials or payroll

PHYSICAL DEMANDS/WORK ENVIRONMENT

Described here are representative of those that must be met or may be encountered by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job 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.

Supplemental Questionnaire

- *The first part of the exam process is an evaluation of your education and experience, to determine if you meet the established requirements. Therefore, you are encouraged to carefully and thoroughly complete your application.*
- *When asked to describe related experiences in a supplemental question, please include the specific role you were in and functions performed.*
- *Please use no more than one page per question, single spaced with size 12 font as a minimum.*
- *The supplemental questionnaire must be returned with the Metropolitan Water District's application form. A resume will not be accepted in lieu of the required application packet.*

- 1. Please describe how your education, training and experience meet the qualification requirements for this position and how they support your ability to accomplish the duties of the position.**

THIS SUPPLEMENTAL QUESTIONNAIRE MUST BE COMPLETED AND RETURNED WITH YOUR MWD APPLICATION PACKET IN ORDER TO BE CONSIDERED FOR THE POSITION. PLEASE NOTE, IF SUPPLEMENTAL QUESTIONS ARE NOT RECEIVED WITH THE APPLICATION, THEN YOUR APPLICATION WILL NOT BE CONSIDERED FOR THE POSITION.

APPLICATION FILING PROCESS

- Resumes cannot be substituted for a completed MWD application packet, but should be included in the application packet.
- **The following is required for a complete application packet:**
 - 1. MWD job application**
 - 2. Supplemental questionnaire**
- **The completed application packet MUST BE received and date/time-stamped (not post-marked) by the Human Resources Section (700 North Alameda Street, Los Angeles) before 4:45 p.m. of the closing date. Mailing address: P.O. Box 54810, Los Angeles, CA 90054-**

0810. Application packages may also be faxed to 213-217-7770 in order to meet the deadline, but must be followed up by an original.

- Reasonable accommodations for people with disabilities may be requested by calling (213) 217-7738 at least 5 working days in advance of the scheduled examination date(s).
- While all categories of employment may apply and participate in the recruitment process, the hiring authority shall consider the top six (6) qualified Category A (regular full-time) and Category B (regular part-time) employees first. If a Category A or B candidate is not selected, the hiring supervisor may then consider any other qualified candidates in the recruitment.