

Utility Accountant Task List - 2021

1. Establishes and reviews records of transactions, e.g., accounts payable or receivable, capital investments, revenue, expenses, liabilities, payroll and revolving funds, to ensure complete and accurate on-going or periodic information of status of funds and accounts, financial activity, and condition of the Department of Water and Power by:
 - a. verification and classification of accounting entries and supporting detail in journals, ledgers and sub ledgers;
 - b. maintaining sub ledger balances and reconciling to the general ledger; and
 - c. preparing documents for entry into the general ledger and sub ledgers.

2. Prepares statements, statistical and narrative reports, summaries of financial condition, major construction accounts and projections in accordance with City Charter Provisions, DWP, federal and other governmental agency procedures and requirements, including the Federal Energy Regulatory Commission requirements, in order to produce a presentation of the financial situation by:
 - a. extracting information from general and subsidiary ledgers and gathering data from files, records, and other source data; and
 - b. periodically recapitulating transactions into reports.

3. Performs analysis of accounts, records, and supporting data or documents, and details account items to develop information on cost control for management by:
 - a. evaluating cost information;
 - b. accumulating and summarizing financial data for records and reports;
 - c. comparing periodic data in order to analyze fluctuations from previous periods for cost control and financial projections; and
 - d. reviewing documents, forms, and/or inventories to identify areas of improvement, procedural or operational problems, or inefficiencies and to identify errors and deviations from existing procedures.

4. Performs analysis for management and sale of investments or bonds by:
 - a. compiling and verifying data and preparing related accounting documents and summary schedules;
 - b. setting up and maintaining investment and bond ledgers, recording transactions, and initiating documents to reflect transactions in general ledgers;
 - c. preparing Department of Water and Power cash forecasts and making recommendations to supervisor and amount of treasury bills to be sold; and
 - d. preparing test runs and schedules for bond sales to test accuracy of changes.

5. Audits and analyzes financial records, organizational procedures, and physical properties of the Department of Water and Power and private businesses in accordance with accepted auditing principles, practices, and procedures by:
 - a. reviewing, evaluating, and/or recommending improvements of organizational, internal control, and accounting procedures;
 - b. auditing books of outside organizations and utilities to verify claims and expenses for damages as necessary; and
 - c. assisting in examining and analyzing records and physical properties in connection with appraisal and acquisition of private utilities.
6. Conducts inventory or observes the taking of inventory of Department of Water and Power property to provide control of assets, depreciation, adjustment due to loss, theft and disposal by:
 - a. making a physical count or inspection of items, or taking a random sample to ensure accuracy;
 - b. comparing property records with transaction documents, such as purchase orders, deeds, bills of sale, invoices, land acquisition numbers, property parcel numbers or descriptions, and Department of Water and Power equipment identification numbers; and
 - c. correcting and updating entries of property records to reflect current status of holdings.
7. Participates in budget preparation in order to project an estimate of required annual capital and operating expenditure programs by:
 - a. projecting expenditures and receipts based on planned operation for the budget period; and
 - b. periodic reporting of actual and projected expenditures and receipts as compared to the adopted budget.
8. May perform functional supervision of clerical staff and other accountants involving sub-professional or accounting work to ensure timely and accurate completion of accounting work, equitable distribution of tasks, and conformity with established procedures.
9. For the purpose of cost reporting, contacts outside agencies or other City employees by letter, telephone, or in person in order to insure that payments are made, billings rendered, and errors resolved on a timely basis.
10. Inspects, reviews, and audits clerical and accounting activities for construction projects and insures that accounting procedures are in accordance with Department of Water and Power systems of accounts and policies and procedures and contract requirements are met.

11. Makes changes to and establishes new accounts in the Departments' systems of accounts in accordance with requirements of the Department, the Federal Energy Regulatory Commission, and the Public Utilities Commission of the State of California.
12. Maintain and analyze plant accounting records and procedures for use in determining yearly depreciation charges by making monthly depreciation entries and preparing periodic schedules of depreciation charges.
13. Performs analysis of indirect costs to determine proper allocation of funds.
14. Maintains, reviews, and evaluates hierarchical work order reports to determine job and cost relationships.