

PRINCIPAL UTILITY ACCOUNTANT (1589)

TASK LIST - 2024

1. Reviews documents related to accounting transactions and activities, including their reported calculations, such as the issuing documents, invoices, disbursement documents, and accounting journal entries, in order to ensure they're recorded accurately in accordance with established procedures, generally accepted accounting principles, and/or state and federal utility regulations.
2. Reviews cost calculations, such as indirect and service costs (service center) by considering previous and anticipated costs and activities in order to ensure the accuracy of the criteria, that capital and operating cost allocations are made, to monitor job costs, and/or to summarize the information.
3. Reviews audits of contractors including accounting documents, such as ledgers, records, and written procedures by inspecting, reviewing and verifying the accuracy of the calculations of the costs billed to the DWP based on Federal and State laws and contract terms and provisions.
4. Reviews audits of Departmental activities, such as warehousing, purchasing, accounting, and fleet services by observing recordkeeping operations and scrutinizing documents in order to ensure the integrity of the accounting systems, that funds are appropriately handled, and that the accounting practices are consistent with legal requirements and generally accepted accounting principles.
5. Write financial and accounting policies and procedures, based on the Department's requirements, good business practices and past experience for work methods, including but not limited to, direct deposit, paycheck distribution and adjustments, timekeeping, payroll, billing procedures, payment procedures, and financial statement preparation, debt management, credit and risk management.
6. Keeping departmental accounting records, this may include the department budget, general ledger, bonds, investments, bearer bond registrars, and support for financial transactions.
7. Interprets federal and state tax regulations related to items, such as wages, fringe benefits, property, materials and equipment in order to ensure that accounting procedures and valuation methods are in conformance with legislative guidelines.
8. Interprets federal and state tax regulations, such as the Internal Revenue Code and Franchise Tax Board regulations in order to ensure that payroll and tax records adhere to legislative requirements.
9. Interprets contracts entered into with other utilities and joint projects, such as Southern California Public Power Authority, Southern California Edison Company, Arizona Public Service, and Construction Enterprises, in order to ensure that criteria, including the cost of the project, billing procedures, and audit

PRINCIPAL UTILITY ACCOUNTANT (1589)

TASK LIST - 2024

clauses are consistent with generally accepted accounting principles, federal utility regulations, and are equitable to the Department.

10. Interprets City policies and directives on activities such as direct deposit, payroll, and timekeeping in order to ensure that accounting procedures are updated, revised, and/or implemented to meet the department's needs and responsibilities.
11. Performs financial investment decisions on U.S. Securities, such as Treasury Bonds, Federal Farm Board investments, and Fanny Mae financing, based on conditions including Bond value and yield, maturity time periods, risk analysis data and allotted investments within the applicable period, in order to make secure and financially sound investments on the Department's behalf.
12. Making borrowing decisions by performing steps, such as directing the sale of DWP bonds, determining the time of sale, conferring with legal advisors and writing the documentation corresponding to the bond sales, in order to ensure that bond sales are conducted in accordance with City, Departmental and legislative guidelines and are in the financial interests of the DWP.
13. Analyzes current financial statements, Governmental Accounting Standards Board (GASB) implementations, and compares the information with prior year financial statements, in order to report on fluctuations and variances.
14. Determines requirements for automated information systems, by looking at cost, financial accounting, payroll and time-keeping, reading contractual requirements, City and Departmental policies, billing statements for data processing services, and by meeting with users and Information Technology System personnel in order to gather data necessary to make assessments or proposals of the department's automated accounting systems.
15. Directs the preparation of financial forecasts and determines cash flow requirements by reviewing anticipated receipt and disbursement information and calculating projected expenditures and revenues in order to ensure that the requisite funds are available to meet the department's expenditure requirements.
16. Monitors budget activity by reading incoming budget reports, identifying fluctuations and variances and taking appropriate action in order to apprise department personnel of budget funds status.
17. Attends joint action agency or utility meetings, such as pricing, auditing and finance committee meetings in order to represent the department and/or serve as liaison for the department in activities which include negotiating bond sale interest rates and/or discussing financial and accounting policies.

PRINCIPAL UTILITY ACCOUNTANT (1589)

TASK LIST - 2024

18. Monitors and administers DWP's Risk Management Program sufficient to assess and evaluate risks to the Department and effectively implement strategies to address those risks, such as the procurement of insurance policies.
19. Assesses, determines, and reports whether internal controls, such as segregation of duties, are adequate sufficient to ensure reliability of financial data and safeguard the department's assets.
20. Manages and directs recording of accounting transactions and/or preparation of financial statements for joint agencies, such as Southern California Public Power Authority, sufficient to comply with contractual obligation and regulatory requirements.
21. Communicates through memos or internal meetings with various divisions to explain finance and accounting policies and procedures, such as new GASB implementation, sufficient to interpret the impact to operations and issue Department wide guidelines.
22. Assesses, determines, and reports whether operations and rates are sufficient to meet board adopted financial metrics.