

**SENIOR UTILITY ACCOUNTANT (1521)  
Task List (2016)**

**Accounting**

1. Identifies contributions and payouts (to benefit recipients) that must be made in order to determine the cash needs of the Retirement, Disability and Death Benefit Insurance Plans.
2. Researches, calculates and documents various indirect and service rates (e.g., fleet, shops, administrative and general expenses) to insure that proper allocation is made to capital and operating costs.
3. Analyzes and identifies the taxable value of material and equipment installed in other states and prepares the appropriate tax forms and processes the tax payment.
4. Capitalizes fixed assets upon completion, in accordance with Federal Energy Regulatory Commission (FERC) and generally accepted accounting principles, and gathers completion data via systems and communications from operating divisions.
5. Analyzes and monitors plant asset accounting activities and procedures such as additions, retirements, depreciation, and net book value, to ensure that they are in accordance with generally accepted accounting principles.
6. Determines requirements and develops procedures to bill costs in accordance with contract provisions.
7. Reviews work orders and accounting entries to ensure that proper accounts are charged or will be charged.
8. Acts as liaison between DWP and other governmental agencies regarding programs for which the department is eligible for reimbursement.
9. Calculates the tax amount due and prepares tax returns for property, sales/use, and payroll taxes.

**Auditing**

10. Directs and supervises audits of joint ventures involving the Department of Water and Power and other public and private agencies; conducts independent audits to ensure that the integrity of the accounting systems is maintained, funds are not mishandled and the accounting practices are consistent with legal requirements and generally accepted accounting principles.
11. Examines and analyzes existing accounting and related systems, methods and procedures and recommends improvements to management or to audit committees so corrective actions can be taken.

## **Debt and Investments**

12. Calculates bond value and yield in relation to principal, premiums, discount and interest in order to make appropriate investments.
13. Calculates cost of bonds and other investments, gain or loss (marked to market) in order to properly manage the investment portfolio.
14. Studies, analyzes, and identifies the suitability of various investment types in order to make appropriate investment recommendations to management or to investment committee.
15. Analyzes the market and recommends the appropriate investment policy for the Water and Power Systems Trust Funds (i.e., Decommissioning and Debt Reduction Trust Funds), taking into account the applicable restrictions and guidelines on the investment of the funds of these plans.
16. Processes, records, and maintains DWP mini bondholders records in order to make interest payments and redemption to them.
17. Performs ratio analysis of financial statements of counter parties to determine the soundness of the entity's financial condition.
18. Prepares financial board packages and management reports related to financial activities by compiling financial information (e.g., cash position, revenues, expenses, debt profile) from various sources (e.g., general ledger, customer billing system, cash activity summarizations) in order to inform the board and public about financial operations.
19. Prepares and analyzes daily marked-to-market forward natural gas and power data (e.g., monitoring the natural gas index and, if market changes, determining whether to initiate or request payments) and coordinates with other offices if margining is required.
20. Reviews actual capital expenditures and confers with tax counsel to ensure how bond proceeds are used/allocated complies with IRS tax-exempt regulations.

## **Planning and Budget**

21. Assists in the formulation of budgets for sections, divisions, and special projects in order to ensure the budget complies with departmental procedures, generally accepted accounting principles, and is realistic in relation to expenditures and costs.
22. Analyzes cash flow to determine the amount of money needed to meet obligations.
23. Calculates and analyzes pass-through factors for water and power adjustments to be applied to customers' bills and balancing accounts and assembles board package.
24. Gathers and verifies information, updates assumptions in order to inform the five-year Financial Plan and resulting cash forecast.

### **Accounting; Auditing**

25. Reviews contracts and construction and operating agreements to ensure billable and non-billable items are properly captured.
26. Evaluates the procedures and policies of various departmental activities such as purchasing, accounts payable, or materials handling to ensure that the procedures are being followed and controls are satisfactory.

### **Accounting; Planning and Budget**

27. Reviews and validates the allocation methods of joint costs to ensure the methods are reasonable and auditable.
28. Analyzes financial systems currently in use or develops financial systems for new projects or operations and assists in the installation and coordination of these systems to ensure that true costs are being measured and that all necessary data are being generated accurately.

### **Debt and Investments; Planning and Budgets**

29. Analyzes, reviews, and calculates various financial and operational key performance indicators and/or metrics to enable performance measurement.

### **Accounting; Debt and Investments; Planning and Budget**

30. Reviews and prepares (e.g., gathering information from billing system, analyzing estimates, calculating accrual amounts to record) journal entries of revenues and expenses to ensure entries are properly accrued and classified and consistent with established procedures.
31. Reviews and/or prepares general ledger, bank account, and other reconciliations (e.g., reviewing bank statements and reconciling balance to the amount in general ledger) to validate account accuracy on a monthly basis.
32. Reviews and/or prepares schedules requested by the auditor (e.g., schedules of additions and retirements or depletions) and summarizations of costs (e.g., financial details on different assets) in order to validate account activity for audit purposes.
33. Assists auditors with the validation of Department of Water and Power books and records.

### **Supervisory**

34. Supervises a small group of clerical employees and Utility Accountants and assigns and is responsible for the quality and completion of their duties.

35. Writes job descriptions and/or develops standards for quantity of work such as accuracy and completeness of documentation to support work in order to inform employees of job expectations.
36. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits.
37. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs; provides safety and/or other specialized training to staff and/or other employees.
38. Plans work of unit, assuring priority assignments are handled first; considers assignments in terms of content, difficulty, safety, and timeframe as well as employee workload, capabilities, and developmental needs; and assigns responsibility and explains assignments in order to ensure workload is appropriately distributed among staff and that they are prepared to complete it as directed.
39. Facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, work area) are available, recommending use of efficient and effective procedures, and answering questions.
40. Monitors employee performance to ensure safe and timely completion of work and that work quantity and quality are consistent with standards; reviews and discusses work in progress with employee and makes adjustments as needed; provides verbal and/or constructive criticism to coach employee for effective performance of future assignments.
41. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
42. Interviews job candidates; applies the principles of Equal Employment Opportunity; listens to employee grievances and disputes to identify a fair solution based on facts; counsels employees regarding problems such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
43. Schedules employee time at work; approves/disapproves employee requests for time off; and verifies that timesheets properly account for employee work time in

order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.

44. Estimates/determines supplies, equipment, and staffing needs to complete assigned work; procures it within the organization or via contract; considers future equipment and staffing needs in order to assist in budget preparation.