

Summary of Duties : Does professional accounting or auditing work in the analysis, preparation, and maintenance of financial records and reports in the Department of Water and Power; supervises such work, and performs difficult and responsible accounting and auditing work in conducting cost and investment studies; auditing and analyzing books, records, physical properties, and internal controls studies; and does related work.

Distinguishing Features : Utility Accountant is the entering level in this series. An employee of this class normally receives assignments which can be performed by application of well-established accounting principles, standards, and procedures. A Utility Accountant may assign and review the work of clerical employees who assist in the more routine phases of the work, or may assist in supervising a small accounting unit.

A Senior Utility Accountant normally supervises Utility Accountants and clerical employees engaged in accounting or auditing work or performs the more difficult accounting or auditing work. In some positions, an employee of this class may perform specialized work such as water rate analysis, investment accounting and analysis, or methods and procedures studies. A Senior Utility Accountant normally receives general assignments and has responsibility for making independent decisions in carrying out these assignments. This involves interpretation of policies and procedures and the development of work methods and procedures which affect subordinates and which may affect other Department operating units.

Examples of Duties : Utility Accountant : Prepares documents to effect the entry, balancing, adjusting, closing, and reconciling of accounting books and to bill individuals, utilities, private organizations, funds of the Department of Water and Power and governmental agencies; prepares financial and analytical statements, cost reports, and depreciation schedules, and maintains major construction accounts; compiles and interprets reports reflecting financial transactions; reviews, verifies, and classifies accounting documents;

Establishes new accounts and prepares changes in the System of Accounts; posts data to books, maintains primary and subsidiary ledgers, and analyzes comparative trends in costs; balances and reconciles accounting records; conducts studies and prepares cost and statistical reports; maintains cash flow records and forecasts availability of funds for investments; sets up and maintains bond ledgers; prepares accounting documents reflecting investment transactions; prepares and interprets monthly and annual reports of billings and collections; supervises the summarization of customer billings and collections;

Audits and analyzes accounting books, records, and physical properties of the Department; reviews and evaluates internal controls and accounting practices for compliance with procedures and policies, and reports deviations; may recommend improvements in internal controls or accounting practices; audits books of outside organizations to verify reimbursement claims and expenses; maintains plant records and supervises the numbering and inventorying of plant properties; prepares reports and schedules for outside auditors; examines and analyzes accounting books and records and physical properties in connection with the appraisal and acquisition of private utilities; participates in the preparation and control of the annual budget of the Department or of its systems or divisions; maintains budgetary and cost accounting records; assigns and reviews work of clerical employees assisting in the gathering, compiling, tabulating, and computing of accounting and statistical data; makes analyses of clearing accounts, plant investment accounts, energy and generation charges against the Department, variations in operating expenses, and provisions of contracts relating to accounting requirements.

Senior Utility Accountant : In addition to supervising and participating in the above work, examines and analyzes existing accounting and related systems, methods, and procedures, and recommends improvements, including applications of electronic data processing methods; installs and coordinates accounting and cost systems; prepares special cost, investment, and water rate and rule studies; prepares budgets for agency-operated facilities; conducts independent audits; analyzes budget estimates for correctness of form and consistency with past experience; prepares long-range budgets for improvements and betterments; prepares estimates of receipts, disbursements, and revenues;

Assigns, reviews, and evaluates work of subordinates; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action plan;

May supervise and participate in investment and accounting activities in connection with Retirement, Disability, and Death Benefit Insurance plans; may calculate bond value, yield, cost, and gain, loss, and cash effect of exchange; may accept delivery of securities and verify authentication and description; may conduct studies and make analyses of bond transactions.

Both Classes : May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

Knowledges :

Accounting principles and

Utility  
Accountant

Senior  
Utility  
Accountant

practices and of cost accounting methods and procedures as applied to the accounts of a public utility;	Good	Good
Principles and practices of internal control, including auditing;	Good	Good
Federal Energy Regulatory Commission and State of California Public Utilities Commission classification and interpretation of accounts;	General	Good
Principles and practices of financial administration, including budget preparation and control, as applied to public utilities;	General	Good
Analysis, development, and implementation of accounting systems and procedures;	General	Good
Office practices and procedures;	General	Good
Organization and functions of the Department of Water and Power;	General	Good
Safety principles and practices;		Good
Memoranda of understanding applicable to subordinate personnel;		Working
Laws and regulations related to equal employment opportunity and affirmative action;		Working
Provisions of the City Charter pertaining to the Department of Water and Power;	General	General
Principles and methods of business organization and management;		General
<u>Knowledges (Cont.)</u> :	<u>Utility Accountant</u>	<u>Senior Utility Accountant</u>
Investment procedures, bond		

accounting, and the analysis of transactions relating to the purchase, sale, and exchange of securities;	General	General
Principles and practices of insurance as applied to public utilities;		General
Electronic data processing principles, equipment, methods, and applications as related to the accounting system of a public utility;	General	General
City personnel rules, policies and procedures;		General
Laws and ordinances relating to the financial administration of the Department of Water and Power;		General
<u>Abilities :</u>		
Operate calculating machines and make rapid and accurate arithmetical computations;	x	x
Supervise clerical employees;	x	x
Apply and interpret rules and regulations applicable to the accounting system of a public utility;	x	x
Use good judgment and deal tactfully with department employees and representatives of private firms;	x	x
Conduct audits and examinations independently or with the assistance of subordinates;	x	x
Plan, organize, and supervise the work of professional and clerical accounting employees;		x
<u>Abilities (Cont.) :</u>	Utility <u>Accountant</u>	Senior Utility <u>Accountant</u>

Prepare comprehensive reports  
and analyses of the financial  
activities of a large governmental  
unit;

x

Develop accounting procedures and  
forms.

x

Graduation from a recognized four-year college or university and at least 2 4  
semester or 36 quarter units in accounting; or one year of experience as a n  
Accounting Aide with the City of Los Angeles and satisfactory completion of 1 3  
semester units or 19 quarter units in accounting which includes at least 3  
semester or 4 quarter units in intermediate accounting at a recognized two-yea r  
business college or four-year college or university is required for Utilit y  
Accountant.

Two years of professional accounting experience at the level of Utility Accountan t  
is required for Senior Utility Accountant.

License: Both Classes: A valid California driver's license may be required.

Physical Requirements: Both Classes: Strength to perform average lifting of les s  
than 5 pounds and occasionally over 15 pounds; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capabl e  
of performing the duties of some of the positions in these classes. Suc h  
determination must be made on an individual basis in light of the person' s  
limitations, the requirements of the position, and the appointing authority' s  
ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of th e  
Administrative Code, this specification is descriptive, explanatory and no t  
restrictive. It is not intended to declare what all of the duties an d  
responsibilities of any position shall be.