

Summary of Duties : Plans, directs, and coordinates the work of a division or major section engaged in auditing and/or accounting activities of the Department of Water and Power; or may act in the absence of the Auditor (Chief Financial Officer) and assist in administering the financial activities of the Department of Water and Power; and does related work.

Distinguishing Features : A Principal Utility Accountant is responsible for planning and directing, through subordinate supervisors, the work of a small group of utility accounting and clerical employees engaged in specialized accounting or auditing activities, or a large group engaged in maintaining and analyzing general accounting records, or may have administrative responsibility for several of these groups.

An employee of this class works with a high degree of independence, exercises considerable judgment in establishing and developing work methods and procedures, and has considerable responsibility for interpreting and assisting in the formulation of accounting policies. A Principal Utility Accountant may assist the Auditor (Chief Financial Officer) of the Department of Water and Power and may act for the Auditor in that person's absence. Assignments are received in terms of objectives and general policies, and work is evaluated on the basis of results obtained.

Examples of Duties : Plans, directs, and coordinates the work of professional, technical, and clerical employees engaged in the financial, accounting, and auditing activities of the Department of Water and Power; develops improved work methods and procedures; assists in the formulation of accounting policies and procedures; designs or supervises the design and installation of accounting systems; prepares and supervises the preparation of financial statements; reviews and approves accounting documents and reports; conducts special audits and investigation in connection with Department operating activities, damage suits, joint projects, or the acquisition of other utilities; makes financial studies and prepares reports on bonds and special contracts; prepares revenue bonds for registration; does research work on cost control, investment, and depreciation problems; may analyze and supervise the Department's insurance program;

Plans, organizes and directs revenue and expenditure forecasting, short- and long-term financial planning, budgeting administration, cash flow management and bond and investment activities; directs the preparation and operation of the Department budget; directs the preparation for, and participates in, establishing utility rate structures and schedules for revenue bond sales; directs the investment of monies and short-term investments in order to meet obligations and maximize interest yields on Department and Southern

California Public Power Authority monies;

May assist the Chief Financial Officer in administering the financial activities of the Department; may assist the Chief Financial Officer in investing funds, negotiating the sale of bonds, directing the special financial and business analyses and coordinating the activities of consulting firms; may assist and act for the Chief Financial Officer in that employee's absence;

Fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; and may occasionally be assigned to other duties or to meet technological changes or emergencies.

Qualifications: A good knowledge of general accounting principles and practices and of cost accounting as applied to the plant accounts of a public utility; a good knowledge of the Federal Energy Regulatory Commission and California Public Utilities Commission classification and interpretation of utility accounts; a good knowledge of auditing principles and practices; a good knowledge of the principles and practices of financial administration, including budget preparation and control, as applied to public utilities; a good knowledge of the organization and functions of the Department of Water and Power; a good knowledge of the principles and methods of financing publicly-owned utilities; a good knowledge of the laws and ordinances relating to the financial administration of the Department of Water and Power; a good knowledge of standard procedures and practices in budget preparation and control, in purchasing and personnel management, and in timekeeping and payroll preparation; a good knowledge of the use of data processing methods and procedures; a good knowledge of investment procedures, bond accounting, and the analysis of transactions relating to the purchase, sale and exchange of securities; a good knowledge of the principles and practices of insurance as applied to public utilities; a good knowledge of safety principles and practices; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a general knowledge of City personnel rules, policies and procedures; a general knowledge of memoranda of understanding as they apply to subordinate personnel; the ability to plan, organize, coordinate, direct, and review the work of a large number of subordinates; the ability to prepare comprehensive analyses and reports of financial activities of a large governmental unit; the ability to apply and interpret rules and regulations applicable to the accounting system of a public utility; the ability to use sound judgment in applying specific laws, ordinances, policies, and procedures; the ability to conduct audits and examinations independently or with the assistance of subordinates; the ability to develop accounting procedures and forms; the ability to adapt the accounting system to new conditions and procedures; the ability to deal tactfully and effectively with management, subordinates, public officials, and the public; and the ability to develop subordinates through training and performance feedback, and to motivate subordinates to maximize productivity.

Two years of full-time paid professional accounting or financial auditing experience in a class at least at the level of Senior Utility Accountant is required for Principal Utility Accountant.

Appointment to this class is subject to a one-year probationary period as provided in Section 109 of the City Charter.

License: A valid California driver's license and a good driving record may be required.

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

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such 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 the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.