

ACCOUNTANT III

JOB SUMMARY

Under the direction of the Controller, applies accepted procedures in preparing and maintaining accounting records, and financial, statistical and/or technical reports, and performing complex accounting functions in accordance with the California Public Utilities Commission's (CPUC) Uniform System of Accounts for Water Utilities.

JOB DUTIES AND ESSENTIAL FUNCTIONS

Responsible for a variety of tasks and duties, which may include, but would not be limited to, the following:

- Assist with maintaining all accounting records and subsidiary ledgers in compliance with the CPUC's Uniform System of Accounts for Water Utilities.
- Assist in month-end closing and the preparation of financial reports, including Annual Financial Report of Class A Water Companies, as required by the CPUC.
- Assist with analyzing costs, preparing invoices, monitoring collections and maintaining memorandum accounts related to third-party agreements.
- Assist with gathering data and responding to CPUC data requests.
- Assist with preparation of year-end schedules for independent certified public accountants' audit.
- Prepare and post journal entries to the general ledger.
- Prepare general ledger account analyses and reconciliations.
- Prepare analytical studies as requested.
- Maintain accounting records and subsidiary ledgers of deposits and costs related to Construction Work in Progress, Advances for Construction and Contributions in Aid of Construction.
- Maintain accounting records for temporary construction water jobs.
- Train and assist other Accountants to assure completion of all tasks and appropriate distribution of workload.
- Review and/or direct the work of other Accountants, in the absence of or as directed by the Controller.
- Other tasks and duties as directed.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

Skills, knowledge, and physical requirements include, but are not limited to:

- Working knowledge of accounting theories and practices and ability to analyze complex business transactions.
- Working knowledge of water utility accounting methods, standards, practices, and procedures.
- Working knowledge of CPUC Uniform System of Accounts for Water Utilities.
- Ability to effectively use a personal computer and proficient in Microsoft Excel.
- Ability to do accurate mathematical calculations with and without mechanical assistance.
- Ability to communicate effectively verbally and in writing, and to write legibly.
- Ability to understand and precisely follow written and verbal instructions.
- Must be dependable, punctual, and have good attendance and neat and presentable appearance.
- Ability to train and promote cooperation with other Accounting Department personnel
- Ability to interact with other employees and outside parties in a cooperative and professional manner.
- Ability to perform repetitive physical activities, including keyboarding, walk, sit, stand, reach, grasp, push, pull, bend, stoop, crouch, and lift equipment or supplies weighing up to 20 lbs.

EDUCATION, TRAINING AND EXPERIENCE

The following are required:

- Bachelor's degree in accounting or finance.
- Additional course work or experience in regulatory accounting and rate-making principles desirable.
- Minimum five years progressive experience in preparing and maintaining complex accounting records.
- Certified Public Accountant (CPA) desirable.
- Valid California driver license and acceptable driving record.