

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Accounting Administrator III		DWR POSITION NUMBER 0220-4545-690	SAP POSITION NUMBER 50000224	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO. TBD	DIVISION/SECTION DFS/Enterprise Accounting Branch	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: ☒ M01 Supervisory Related BU: ☐ Confidential Related BU: ☐ Rank and File BU: ☐				
RESPONSIBILITIES EXERCISED ☐ Supervisory ☐ Lead Person		IMMEDIATE SUPERVISOR (Print) Duard MacFarland	SUPERVISOR'S CLASSIFICATION CEA	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 8/25/2026	
<i>Percent of Time</i>	<i>Activity</i>			
40%	POSITION SUMMARY Under the administrative direction of the Manager, Division of Fiscal Services, the incumbent has managerial responsibility over the Enterprise Accounting Branch, which is responsible for the operational accounting activities of the Department's State Water Project (SWP) and California Energy Resource Scheduling (CERS) programs and funds. The branch consists of three offices, The Water Project Bill Processing and Analysis Office, the CEBO Financial Reporting and Analysis Office and the Asset Management Section. ESSENTIAL FUNCTIONS This position requires that the incumbent work cooperatively with others, have good managerial and accounting technical skills, and maintain consistent, predictable, and regular attendance. Responsible for maintaining good relationships and successful coordination with other State agencies including State Controller's Office, State Treasurer's Office, Department of Finance, and Department of Personnel Administration. Highly visible responsibility, requiring high degree of sound, independent judgement. The specific essential duties are: Plan, organize and direct the accounting activities of the Water Project Bill Processing and Analysis Office, the CEBO Financial Reporting and Analysis Office and the Asset Management Section, through the supervision of subordinate supervisors. The offices are responsible for budgetary control and fiscal accountability, financial reporting under both legal basis and generally accepted accounting principles, repayment of costs of the SWP and CERS, Fixed Asset inventory process and remaining activities of the Safe Drinking Water (SDW) loan/grant programs, and all other related activities necessary to maintain the financial integrity of the enterprise funds. Set goals and objectives for the Branch; develop policies for solution of major accounting problems and systems business development; establish office guidelines and recruit, mentor, and train accounting personnel. Prepare written reports and presentations.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Duard MacFarland		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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Accounting Administrator III		0220-4545-690	50000224	1
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Vacant		TBD	DFS/Enterprise Accounting Branch	
Percent of Time	Activity			
25%	Develop monthly financial cash flow projections for financial management of the SWP operations and power costs. Monitor actual costs/revenues versus projections to determine if adjustments in operations are needed in order to avoid cash flow issues.			
10%	Maintain close scrutiny of fluctuations in SWP activity, in both construction and operations and maintenance phases, through interactions among the Division of Operation and Maintenance, Division of Engineering, and SWPAO staff to determine potential impacts to cash flow. Ensure the SWP revenues are expended according to priorities set forth in the Burns-Porter Act and revenue bond resolutions. Represent the Division in negotiations with its water service contractors regarding proposed expenditures.			
10%	Carry out Division goals and objectives and provide guidance to subordinate supervisors by reviewing technical reports, contracts, resolutions, legislation, and policy decisions for accounting requirements as they pertain to utility cost accounting and the recovery of costs from SWP beneficiaries; design, modify and implement accounting systems in accordance with generally accepted accounting principles, water supply contracts, and State laws and policies; and analyze the effect of policy decisions on SWP financing.			
10%	Act as the Department's business process owner of the Financial Module of SAP. Work closely with General Accounting Branch manager, Budget Office manager, Fiscal office supervisors and Division of Technology Services staff to resolve technical and business process issues related to SAP.			
5%	Act in the absence of the Division Manager; represent the Division Manager at staff, committee and task force meetings, and sign construction contracts certifying availability of funds. Assist the Division Manager in representing the Department when meeting with State Controller's Office, Department of Finance, and Legislative Analyst Office on accounting matters. Identify need for participation in legislation having fiscal implication on the Department's operations. Provide fiscal management responsibility for the San Luis Joint-Use Facilities. This facility is operated in conjunction with the U.S. Bureau of Reclamation.			
	SPECIAL REQUIREMENTS			
	Understand finance issues including bond sales, derivative financing products, cash flow forecasts, and issuance of commercial paper. Knowledge of generally accepted accounting principles for utility accounting, knowledge of contracts, and the billing system for SWP beneficiaries. Ability to promote and manage change within the Department while implementing best business practices.			
	Management Principles: The position requires the incumbent to follow and enforce the management principles as documented in the Department's Strategic Plan to provide effective and efficient management of the Enterprise Accounting Branch.			

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	FINANCIAL DISCLOSURE This position is covered in the Political Reform Act and requires financial disclosure within 30 days of the first and last day physically worked in a covered position and annually by April 1st. The Department of Water Resources is committed to its mission and employees, and we are grounded in our commitment to public safety. Regular, consistent, and predictable attendance is essential to the successful performance in this position. All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.			