

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Accountant Trainee		DWR POSITION NUMBER 0226-4179-005	SAP POSITION NUMBER 50000292	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DFS/ FRCB/ Debt Issuance&Cash Analysis Section	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input checked="" type="checkbox"/> Rank and File BU: 01				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Juana Palma Hernandez	SUPERVISOR'S CLASSIFICATION Accounting Administrator I (Supervisor)	
APPROVED BY (Personnel Analyst's Name) Tammy Geer			DATE 4/24/2025	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<p>POSITION SUMMARY Under close supervision of the Accounting Administrator I, Supervisor of the Debt Issuance and Cash Analysis Section, the Accountant Trainee, in a learning capacity, is responsible for performing the least complex professional accounting duties related to the management of bond issuance and administration of the State Water Project (SWP) debt portfolio including General Obligation bonds, Water Revenue bonds, and SWP commercial paper program (CP). Provides the necessary support to issue bonds and commercial paper to finance the construction, improvement, and maintenance of the State Water Project.</p> <p>ESSENTIAL FUNCTIONS This position requires the incumbent to exercise good judgment, completes reviews and reconciliations under short deadlines. The incumbent will gain thorough knowledge of the various rules, regulations, policies and procedures to effectively perform his or her duties. The incumbent will research, review, analyze and reconcile accounting data; prepare basic journal entries and cash analysis reports; perform basic year-end work for preparing Generally Accepted Accounting Principles (GAAP) financial statements for the State Water Resources Development System; and provide recommendations regarding a variety of basic accounting issues. This position requires the incumbent to work cooperatively with others and maintain consistent and regular attendance. The incumbent will interact with Control Agencies, the Department's Bond Counsel, Financial Advisor, program managers and Department management. The specific essential duties are:</p> <p>Assist in reviewing and processing invoices and debt service payments relating to the State Water Project. This involves reviewing statement of charges, coding invoices, updating invoice database, and processing payments by wire. Debt service payments involve reviewing claim schedules, verifying amounts against source documents, and preparing journal entries. Debt service payments include principal and interest made on General Obligation (GO) Bonds, Revenue Bonds, Devil Canyon-Castaic (DCC) Bonds and escrow accounts.</p>			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Juana Palma Hernandez		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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CLASSIFICATION		DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Accountant Trainee		0226-4179-005	50000292	1
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION	
Vacant			DFS/ FRCB/ Debt Issuance&Cash Analysis Section	
Percent of Time	Activity			
45% (cont.)	Assist in maintaining the debt service database for GO Bonds, Revenue Bonds, DCC Bonds, and escrow accounts, which includes adding new bond series, updating source coding, and reconciling data against source documents. Maintain accurate records and accounting for escrow accounts and record all escrow transactions. This involves setting up new escrow accounts with the State Controller and the SAP system; establishing coding elements to record transactions in SAP; preparing year-end supporting schedules for the preparation of the GAAP financial statements; and coordinating the closing of accounts with Control Agencies. Reconcile account balances per State Controller against SAP and prepare journal entries to record transactions in SAP. Assist in updating the daily cash balance database and reports to monitor cash balances in the Central Valley Project Construction Funds. Analyze monthly cash transactions for the State Water Project and organize deposits and disbursements to track sources and uses of cash in the Bond Fund, Construction Fund and Revenue fund. In a learning capacity, prepare cash flow forecasts for the Bond Fund and Revenue Fund to ensure cash is sufficient to cover debt service payments and refunds. This involves comparing current cash balances, projected revenues, and projected uses. Make the necessary transfers between funds to ensure all accounts are adequately funded.			
25%	In a learning capacity, code the cost recovery data in SAP to finance construction costs relating to the SWP and prepare commercial paper requests for new money and rollovers; record transactions in the SAP accounting system and at the State Controller; and reconcile cash with fiscal agent. This requires communicating effectively with the State Treasurer, fiscal agent, and commercial paper dealers. Maintain a CP database system to track interest and principal for new issuances and rollovers. Maintain accurate CP and bond records inventory to comply with records retention policies.			
15%	Conduct research and provide accurate data used for preparing the year-end GAAP financial statements for the State Water Resources Development System. Prepare basic year-end journal entries. Prepare basic sections of the flux analysis, which include downloading accounting data from the SAP system, reviewing, and explaining variances. In a learning capacity, prepare supporting schedules for the debt and investment sections of the financial report and draft preliminary Disclosure Notes and Management Discussion and Analysis for the debt and investment sections.			
10%	Under close supervision, the incumbent will engage in special projects to assist in resolving accounting issues. This includes researching, reviewing, analyzing and reconciling SAP accounting data; reviewing reports from the State Controller, analyzing and manipulating data in Excel using pivot tables, and summarizing and presenting findings as well as other Fiscal duties.			
5%	Provide support for updating documents relating to bond Official Statements and commercial paper Offering Memorandums. This includes attending meetings, obtaining information, and providing updates to bond counsel as well as completing post-sale bond activities.			
	Mandatory overtime may be required for annual financial reporting activities July through October			

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<i>Percent of Time</i>	<i>Activity</i>			
	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Intermediate to advanced MS Excel skills; knowledge and understanding of Generally Accepted Accounting Principles (GAAP) and procedures; Governmental Accounting Standards Board pronouncements; governmental accounting and budgeting; statistical methods; principles of finance; business law; uniform accounting systems and the financial organizations. Strong organizational and time management skills with the ability to multi-task. Strong analytical skills and ability to navigate and research in an automated accounting system and formulate sound conclusions. Excellent written and verbal communication skills. Ability to work well with others and willingness to learn and share knowledge with others. Maintain regular, consistent, and predictable attendance and exercise good judgment</p> <p>SPECIAL REQUIREMENTS</p> <p>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.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.</p>			