

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Accounting Administrator I, Supervisor		DWR POSITION NUMBER 0226-4549-501	SAP POSITION NUMBER 50000299	MCR I
APPOINTEE		SAP PERSONNEL NO.	DIVISION/SECTION DFS/Debt Issuance - Cash Analysis	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> Supervisory Related BU: <input checked="" type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/> 01				
RESPONSIBILITIES EXERCISED <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Theresa Lightle	SUPERVISOR'S CLASSIFICATION Deputy Comptroller	
APPROVED BY (Personnel Analyst's Name) Trisha Benson			DATE 7/28/04	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY</p> <p>The Accounting Administrator I in the Debt Issuance and Cash Analysis Office is responsible for planning, organizing, directing, supervising and managing a staff of five professional accountants. Day to day cash management of the Department's General Obligation Bonds, the Central Valley Project Water System Revenue Bonds, the Power Supply Revenue Bond portfolios and the commercial paper program totaling approximately \$15 billion. Coordinate commercial paper borrowing to reimburse the Department for expenditures by the Plan of Financial Adjustment. Analyze the financial condition of operations and maintenance, forecast future financing requirements for construction, make recommendations to management relating to SWP financing issues to ensure priorities have been satisfied and directing reporting requirements for these activities. Direct transfers and payments of variable, fixed and auction rate debt service for the GO bonds, CVP WSR Bonds, and PSR Bonds and the swap payments. Work with SWPAO to review and coordinate data for the financial analysis in Bulletin 132. Coordinate the Department's Continuing Disclosure required under bond covenants and Arbitrage Rebate calculations for both revenue bond portfolios. Direct preparation of Fund Condition Statements for the SWP Funds presentation in the Governor's Budget.</p> <p>ESSENTIAL FUNCTIONS</p> <p>This position reports to the Deputy Comptroller of the Accounting Branch and receives general supervision through oral and written assignments. This position requires understanding of SAP functionality and integration, understanding of debt issuance and other funding processes, and the ability to plan and manage special projects. The incumbent must possess composure necessary to interact with all levels of the Department's management and personnel, DWR Bond Counsel, Financial Advisor, and State control agencies. Consistent and regular attendance is also required. The specific essential functions are:</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print)		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
		➤		

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Accounting Administrator I, Supervisor		DWR POSITION NUMBER 0223-4549-503	SAP POSITION NUMBER 50000299	MCR 01
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DFS/Debt Issuance - Cash Anal.	
<i>Percent of Time</i>	<i>Activity</i>			
45%	<ul style="list-style-type: none"> - Direct preparation of the monthly Financial Analysis Report for the Division Chief which projects cash balances available for financing of future operations and construction of the SWP for up to five years. Direct preparation of cash management reports utilizing SAP to ensure adequate funding for construction and O&M expenditures and payment of principal and interest on bonds. - Direct preparation of cash flow reports for presentation to the State Water Contractor's Audit Finance committee. - Coordinate with SWPAO preparation of material for rate management decisions by Department management. - Direct preparation of historical accounting data for the financial analysis published in Bulletin 132, Management of the California State Water Project that is distributed to the Water Contractors, auditors, consultants, investors, water agencies and the State Legislature. - Direct preparation of special accounting/financial reports and exhibits regarding the SWP for State agencies including the California Water Commission, legislative committees, Department of Finance, and the State Treasurer's Office. These reports include developing 1) bond debt coverage reports, 2) allocation of bond proceeds between different capital projects, and 3) utilization of 3rd and 4th Priority Water Contractor Revenues. - Manage the commercial paper program by 1) Coordinating new money issues for up to \$144 million with the State Treasurer's Office, State Controller's Office, and Broker Dealers in order to reimburse Department's Water Resources Revolving Fund for SWP construction expenditures through the Plan of Financial Adjustment, 2) Processing weekly/monthly purchase and sale of commercial paper transactions through USBank's SPANS online system and coordinate with State Treasurer's Office, Broker-Dealers, and issuing and paying agents, 3) Preparing monthly statements of commercial paper currently outstanding and accrued interest payable for input to the Department's accounting records, 4) Preparing the quarterly report on status of commercial paper purchases and sales, average daily balance outstanding for submission to the Internal Revenue Service and bond rating agencies (Standard & Poor's and Moody's), and 5) Advising management on the need for additional sales of commercial paper. 			
45%	<ul style="list-style-type: none"> - Direct and supervise preparation of monthly reports that project monthly debt service payments. Review cash management reports to ensure adequate funding for Electric Power Fund Bond accounts per the trust indenture for the bonds. Review claim schedule submissions to STO and SCO for the transfer of monthly debt service payments to the Co-Trustee. - Direct and supervise the collection of financial information related to variable rate demand bonds and auction rate bonds including interest rate resets for various modes (daily, weekly, auction rate mode). - Direct and supervise collection of financial information related to Swap contracts including interest rates resets for Bond Market Association's index (BMA) swaps and the London Interbank Overnight Rate (LIBOR) swaps. Review transfers for Swap counter-party receipts from the Bond Charge collection account to the Bond Charge payment account. - Coordinate with CERS for special accounting/financial reports and exhibits regarding the bonds for State agencies including the Governor's office, legislative committees, Department of Finance and STO. Provide technical assistance; attends meetings and performs special projects as assigned. 			

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Accounting Administrator I, Supervisor		DWR POSITION NUMBER 0223-4549-503	SAP POSITION NUMBER 50000299	MCR 01
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DFS/Debt Issuance - Cash Anal.	
<i>Percent of Time</i>	<i>Activity</i>			
10%	<ul style="list-style-type: none"> - Review financial information related to fixed rate tax-exempt and taxable bonds. Review semi-annual accounting entries for fixed rate bond payments for submission to the general ledger section. - Approve fee invoices related to the Bond programs and review and approve monthly accounting entries for fee payments for submission to the general ledger section and input to SAP. - Review and approve accounting entries for variable rate demand bond payments, auction rate bond payments, fixed rate bond payments and Swap counter-party payments for submission to the general ledger section and input to SAP. - Direct preparation of the State Water Project Funds Fund Condition Statements for inclusion in the annual Governor's budget submitted to the Department of finance and the State Legislature. - Review investment of CVP WSR and the PSR Bond water system revenue bond debt service reserves and the Power Supply Revenue Bonds debt service reserves. Compare and analyze earnings of invested bond proceeds to interest cost for outstanding bond issues to determine the necessity of making payments to the IRS for positive arbitrage resulting from bond issues. Act as liaison with State Treasurer's Office and Department's bond counsel. - Make recommendations and prepare disclosures to be made to the bond rating agencies Securities Exchange Commission, and federal and state repositories for significant events during the year that are outside the normal course of business. - Act as liaison with trust agency for the \$150 million Agricultural Rate Management Trust Fund, monitor investments and individual Agricultural Contractor's account payments and balances. - Determine funding requirements for the State Water Facilities Capital Account. - Manage bond principal and interest database models for the Power Supply Revenue Bonds and the CVP Water System Revenue Bonds. - Provide technical assistance and recommendations to management, the Department's contracted financial advisor and bond counsel regarding present and future financing requirements. Along with the Controller and Deputy Comptroller, represent the department in meetings with financial advisor, bond counsel, and other parties regarding financial matters. - Provide training and career development counseling. - Conduct staff meetings to communicate departmental policies and coordinate the Office activities. - Assist in meeting assigned duties and completing special assignments due to absentee staff or unexpected conditions. 			