



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

COMPLIANCE & REPORTING MANAGER

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| Group-Section: Finance & Administration Group | FLSA Status: Exempt Bargaining Unit: MAPA | Salary Grade: 62 Job #: Z86 |
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JOB SUMMARY

The Compliance & Reporting Manager is responsible for managing the financial reporting requirements of grant-funded projects within the Metropolitan Water District of Southern California (MWD). This position works closely with internal and external stakeholders to ensure accurate and timely reporting on grant expenditures, compliance with grant terms, and adherence to regulatory requirements as it relates to financial information. Attention to detail, financial expertise, and strong communication skills will be essential in maintaining transparency and accountability in grant-funded activities.

OVERSIGHT

Receives direction from the Assistant Controller or above. Manages and supervises a variety of staff.

JOB DUTIES

1. Manages the preparation and submittal of accurate and timely financial data at the request of the Grants & Research Office to comply with grantors' financial reporting requirements.
2. Collaborates with the Grants & Research Office and other Finance Group staff to gather financial data, reconcile accounts, and track grant expenditures.
3. Manages the preparation of the Schedule of Expenditures of Federal Awards and coordinates single audit and other evaluations as required by grant agreements.
4. Stays informed about and monitors changes in grant regulations, reporting guidelines, and accounting standards affecting grant-funded activities.
5. Assists the Grants & Research Office and external stakeholders, such as the state and independent auditors, with internal and external audits of grant-funded projects by providing documentation, financial records, and support as needed.
6. Manages the preparation of audit schedules, reconciliations, and responses to auditor inquiries related to grant expenditures and financial reporting in collaboration with the Grants & Research Office and other Finance Group staff.
7. Conducts thorough research to understand grant guidelines, eligibility criteria, and funding priorities as it relates to allowable costs.
8. Serves as a highly technical resource for grant accounting and federal and state compliance.
9. Develops, recommends, and implements MWD policies related to state and federal laws affecting grant programs that impact accounting and financial reporting.
10. Manages the preparation of MWD's Single Audit, including coordination of management responses in the event of an audit finding.

11. Directs and supervises lower-level staff as deemed applicable in all grants-related activities, including, but not limited to, grant project setup, financial reporting, and cash drawdowns.
12. Manages and oversees the preparation of journal vouchers related to expenditure transfers.
13. Develops and makes presentations to the Board and authors Board letters for action by the Board of Directors on Metropolitan's grant activities.
14. Performs duties as assigned related to financial reporting, including but not limited to the preparation and review of financial reports, journal entries, reconciliations, and supporting schedules. Ensures accuracy and compliance with reporting standards and assists with the preparation of various financial statements.
15. Review and research the application of upcoming GASB pronouncements to Metropolitan and propose implementation.
16. Perform other compliance and reporting duties as assigned.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university in a related field and ten years of increasingly responsible relevant experience, of which four years must have been in a supervisory, project management, or lead position or an advanced degree from an accredited college or university in a related field and eight years of increasingly responsible relevant experience, of which four years must have been in a Supervisory, project management, or lead position.

Required Knowledge of: Grant administration standards and procedures; grants accounting and financial reporting; development of Single Audit reports; current business and organizational management theories and practices; personnel practices and regulations; financial, accounting, and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration. Accounting and auditing policies and procedures; Generally Accepted Accounting Principles (GAAP); Generally Accepted Auditing Standards (GAAS); Government Accounting Standard Board (GASB) pronouncements, Code of Federal Regulations; Federal and State grants reporting experience including but not limited to single audit and oversight agency monitoring and review; Strong understanding of grant funding mechanisms, regulations, and compliance requirements; Possesses strong analytical and problem-solving skills, capable of analyzing laws, regulations, and accounting pronouncements.

Required Skills and Abilities to: Manage a diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff if necessary; exercise judgment and discretion; communicate orally and in writing on administrative and technical topics; represent Metropolitan in negotiations and development of joint projects with external organizations; establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public; use business

Job Title: Compliance & Reporting Manager

Job Code: Z86

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applications such as word processing and spreadsheets; and prepare presentations for executive management, Board of Directors, member agencies, regulatory agencies, water industry professionals, and community groups; Strong written and oral communication skills; Ability to evaluate procedures and problems and develop strategies along with pragmatic solutions.

CERTIFICATES, LICENSES, AND REGISTRATION REQUIREMENTS

Certificates

- None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment.

Registrations

- None

DESIRABLE QUALIFICATIONS:

- Work experience in a government or utility setting
- A Certified Public Accountant license issued by the California Board of Accountancy

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.