

City of Cordova Position Job Description
Accounting Specialist, Accounts Receivable/Utilities

DEPARTMENT: FINANCE
SUPERVISOR: FINANCE MANAGEMENT ASSISTANT
CLASSIFICATION: FULL TIME, OVERTIME ELIGIBLE, IBEW BARGAINING UNIT
HOURS: MON-FRI OFFICE HOURS, 0800-1700

SUMMARY

The AR/Utilities Accounting Specialist performs moderately difficult accounting functions related to City-owned utilities and City sales tax collections under the guidance and supervision of the Finance Management Assistant.

GENERAL STATEMENT OF DUTIES

Performs billing, receipting and related functions for City-owned utilities and lease payments. Manages filing and receipt of City sales tax payments in accordance with City Code. Maintains customer database and files. Serves as receptionist and assists members of the community as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Processes monthly utility billing and receipts for City utility customers.
- Receives monthly lease and customer payments related to business of the City.
- Prepares all monies received for deposit, codes to correct accounts, and posts to the general ledger.
- Performs all activities related to City sales tax reporting and payments; reviews all returns in accordance with City Code.
- Verifies all deposits received in City Hall for accuracy; processes all deposits in a secure and timely manner.
- Prepares monthly reports on billing and delinquent accounts for all City receivables; reviews accounts and recommends appropriate collection protocol.
- Analyzes and resolves discrepancies or other concerns relating to City accounts receivable.
- Prepares monthly reports on billing and delinquent accounts for all utility and sales tax receivable, reviews accounts and determines accounts needing personal contact and follow-up.
- Completes research necessary to resolve any problems relating to customer billings.
- Conducts daily banking transactions with financial institutions.
- Collects incoming mail and prepares all outgoing mail.

- Coordinates with Planning Department to ensure lease terms are accurately managed.
- Provides service at the front desk to include receipting monies, coding to the proper accounts, preparing timely deposits, answering the phone, and directing calls to the appropriate department and providing quality customer service.
- Responds to questions from utility customers and City vendors; researches related precedents and legal requirements; recommends actions as necessary.
- Provides quality customer service in a professional, courteous, and efficient manner.
- Maintains a well-organized filing system that includes all utility, sales tax, business licenses, and related reports in conformance with the City's retention schedule.
- Greets members of the public in a professional manner; answers questions courteously and efficiently; routes telephone calls and promptly relays messages.

MINIMUM QUALIFICATIONS

- A. Two (2) years' accounting experience with public contact preferred.

PREFERRED QUALIFICATIONS

- A. Experience with Caselle government accounting software.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Working knowledge of basic accounting theory and methods.
- B. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- C. Ability to provide quality customer service in a professional, courteous and efficient manner.
- D. Ability to understand and follow written/oral policies, procedures and instructions; ability to interpret and apply pertinent laws and regulations as they relate to municipal finances.
- E. Ability to effectively organize and prioritize workload to meet deadlines.
- F. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- G. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of financial management software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

WORKING CONDITIONS

Work is accomplished in a general office setting.

PHYSICAL DEMANDS OF POSITION

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment. Ability to lift and transport 25 pounds.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.