

UTILITIES BILLING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing clerical and account-clerical operations relating to the billing of users for utility services provided by a municipality and the collection of sums owed on delinquent accounts. Incumbents of this position will be required to exercise independent judgment in the application of procedures to specific situations. Work is performed under general supervision in accordance with established policies and procedures. Supervision may be exercised over clerical or account-clerical staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Prepares bills for utility services and ensures that bills are distributed in a timely manner;

Estimates water bills for users whose meters were not read;

Records entries and makes changes to account bookkeeping records;

Reviews and checks completed account-keeping records for accuracy, completeness, and proper extension;

Issues receipts for monies received;

Prepares routine correspondence on matters where policies and procedures are defined;

Opens and closes utility services accounts;

Prepares monthly statements to process payments for refuse service vendors;

Posts to journal or ledger accounts from a variety of original entry media;

Processes, sorts, indexes and files a variety of correspondence bills and receipts;

Operates computing, calculating, check writing and other office machines;

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Assists with the compiling of data for financial and statistical records and reports;

Prepares financial reports, bills and checks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of modern methods of maintaining and checking financial accounts and records; good knowledge of office terminology, procedures, and equipment; good knowledge of business arithmetic and English; good knowledge of single and double entry bookkeeping; ability to understand and follow oral and written directions; ability to perform clerical operations with letters and numbers; ability to perform arithmetic computations rapidly and accurately; ability to plan and supervise the work of clerical personnel; a high degree of accuracy; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school and two (2) years of experience in the compilation and maintenance of financial accounts and reports; or
- (B) Three (3) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Completion of undergraduate course work in business administration, public administration, accounting or a related field can be substituted for the above experience on a year-for-year basis.