

# **VALLEJO SANITATION AND FLOOD CONTROL DISTRICT**

## **CLASSIFICATION SPECIFICATIONS**

### **ACCOUNTING SPECIALIST**

#### **DEFINITION**

**DRAFT** Revised on April 27, 2007

To lead, assign, train, review and participate in the work of the Utility Billing Section with staff responsible for processing customer billing, addressing customer concerns, collections for District accounts, and providing billing information; prepare journal entries, assists with cash management including cash receipts, bank reconciliation, and reconciling daily cash receipts to the utility billing journal entry reports; assists with related financial processing and financial reporting, and may provide backup support to Accounting Technician for the processing of payroll.

#### **DISTINGUISHING CHARACTERISTICS**

The Accounting Specialist is distinguished from other technical/paraprofessional accounting classes within the District by the lead/advanced journey level responsibility for the coordination of the daily activities, scheduling, and work flow of assigned billing and collections employees within the Finance Department. It is distinguished from the Finance Supervisor in that the latter is a professional accounting position and is responsible for supervision of the day-to-day activities of the Finance Department within the Vallejo Sanitation and Flood Control District.

#### **SUPERVISION RECEIVED AND EXERCISED**

Works under the direct supervision of the Finance Supervisor. Leads the work of technical support staff within the Utility Billing Section.

#### **TYPICAL EXAMPLES OF WORK PERFORMED**

Duties may include but are not limited to the following:

Lead, plan, prioritize, train, review and participate in the work of staff responsible for providing support for the activities of the Utility Billing Section within the Finance Department.

Assist the Finance Supervisor in the selection of staff; provide or coordinate staff training; assist employees in correcting deficiencies in process and procedure.

Process Utility Billing including the preparation and printing of utility bills. Arrange for pick-up of bills by a third party mail management firm for processing to Post Office.

## **TYPICAL EXAMPLES OF WORK PERFORMED (Continued)**

Maintain a customer database that includes changes to customer master file. Change the customer address file, make bank draft information changes upon request, enters customer notes as they pertain to accounts, creates new customer files and assigns services to the customer's account.

Prepares final billings for customer accounts and corrects billing accounts as necessary. Utilize an automated property locator system for new owner information and creates new accounts for billing.

Performs daily update of Utility Billing, including verifying and posting transactions, final bills, and off cycle bills. Prepares file for automated clearing house payments to Utility Billing for bank draft customers and downloads this information into the billing system.

Maintains Utility Billing Files, system control rate codes and customer rate classifications. Prepares billing messages and assigns them to the appropriate customer bills.

Responds to Customer Billing inquiries that cannot be answered by the Customer Service Cashiers. Resolves billing issues with customers by phone or in person.

Process miscellaneous billings for septic haulers, schools and miscellaneous charges as calculated by Environmental Services, bills for interest receivable and leases, and bills to contractors for reimbursement.

Maintains computerized land records related to sanitation hook-ups that form the basis for billable services. Adds new properties from parcel maps provided by Engineering or by the automated property locator system, this includes assignment of owner, property use code, cycle and route based on location, rate class and services with applicable charge components.

Prints reports to provide a list of inactive services by location, verifies inactive services, and activates accounts as needed. Prepares an inactive balance report that provides for credit balance transfers and refunds. Selects accounts for Collection and sends them to the credit bureau. Records note of payments to the credit bureau and writes off accounts.

Prepares tax liens annually, runs automated program to select accounts for lien processing, sends letters to active and delinquent accounts, reruns program on July 1 to finalize accounts to lien, prepare and send file to Solano County in accordance with lien processing schedule.

## **TYPICAL EXAMPLES OF WORK PERFORMED (Continued)**

Performs daily cash reconciliation in support of the billings and cash receipts transaction cycle. Reviews daily cash transactions and reconciles to the utility billing general ledger update. Ensures all cash transactions are included and recorded in the utility billing journal entry. Records any cash overages or shortages. Reviews any discrepancies with finance staff. Give reconciled journal entry to Finance Supervisor for posting.

Process Lockbox receipts from banking institution responsible for handling the District's banking transactions. Calculate and make adjustments to customer accounts.

Records and classifies miscellaneous cash receipts in accounting software system. Assists with monthly bank reconciliation and clears outstanding checks.

Reconciles employee computer loan payments and prepares journal entry to reclassify withholdings to reduce employee computer loans receivable. Prepare journal entry to reclassify lump sum benefit payments to applicable departments.

Assists with year end audit workpaper preparation of supporting schedules, account detail schedules including accounts receivable, utility billing and accrued salaries and wages. Responds to inquiries of auditors.

Provides information to Finance Director as needed for the annual preparation of the District Budget, the CAFR and other Financial Reports. Assists with revenue forecasting in connection with the bi-annual budget.

Provides back-up to Payroll during staff absence or vacation.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education

Equivalent to the completion of the twelfth grade and one year course work from an accredited college or certification program with major course work in accounting, bookkeeping, business management or a closely related field.

### Experience

Three (3) years of progressively responsible experience as an Accounting Technician.

### Knowledge of

Principles and practices of general and proprietary fund accounting related to the work of auditing financial documents and records.

Financial record keeping and bookkeeping practices and techniques.

Knowledge of (Continued)

Computer applications related to accounting and finance.

Technical systems and automated data base and report writing systems related to payroll and billing and collections.

Comprehensive report writing techniques.

Effective techniques for dealing with public in person and on the telephone.

Practices and requirements for processing complex payroll transactions.

Codes and regulations related to the payroll and accounts receivable.

Modern office practices, procedures and equipment including a computer.

Skill in

Interpreting, explaining and applying principles and practices of general and proprietary fund accounts related billing and collections.

Reviewing financial documents for completeness and accuracy.

Interpreting, applying and explaining applicable laws, codes and regulations.

Maintaining accurate accounting and financial records and preparing accurate and timely reports.

Developing accounting and financial control and reporting processing and forms.

Using initiative and independent judgment within established procedural guidelines.

Making accurate arithmetic calculations.

Entering data into on-line computer system with speed and accuracy.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Ability to

Organize daily work assignments.

Learn, interpret, and explain policies and procedures.

Ability to (Continued)

Work independently with minimal supervision.

Train new and existing employees in processes and procedures associated with utility billing and customer service.

Delegate work to others within the work unit.

Insure that the work of others is completed in a timely fashion.

Prepare a billing schedule two years in advance.

Deal professionally, tactfully and courteously with the general public and other employees.

Communicate in writing and verbally with others clearly and effectively.

Licenses and Certificates

Must possess a valid California Class C driver's license, have a satisfactory driving record and continue to meet CSRMA driving standards.

Physical Demands

Mobility to work in a standard office setting and use standard office equipment including a computer; read printed materials and a computer screen; converse in person and over the phone. Some aspects of the job may occasionally require the incumbent to walk, stand, climb, bend, stoop, kneel, crawl, fine manipulation, grasp, push, pull, reach and turn.

Note:	All parts of this job description, except the license requirements, are subject to possible modification to reasonably accommodate individuals with a disability.
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