

Fort Bend County W. C. & I. D. No. 2
Accounts Receivable Supervisor

Job Title: Accounts Receivable Supervisor
Department: Administrative
Reports To: General Manager
FLSA Status:
Prepared By: Robbie Ginsel
Prepared Date: 6/2015
Approved By:
Approved Date:

Summary:

Supervises and coordinates activities of workers engaged in calculating, posting, and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records by performing the following duties.

Essential Duties and Responsibilities include the following: Other duties may be assigned.

Supervises personnel in Accounts Receivable
Plans and directs the billing and collection of customer accounts
Monitors the readings of all meters and cooling tower adjustments
Monthly close-out for Ad Valorem Records
Monitors all T-Tech transactions
Coordinate work orders for meter change out, new taps and CSI inspections
Customer disconnects, reconnects, return checks and deposit refunds for payables
Update IRIS files for alerts and cut off listings
Coordinate new accounts
Administrative changes coordinated with AVR (rate increase, garbage input)
Electronic funds transfer for monthly water bills both ACH bank and credit cards
Reconciliation of all bankruptcy accounts and Red Flag Program
Petty cash
Coordinate bank deposits for Dunbar Armored
Balance monthly billing with Accounts Payable reconciliation of all accounts)
Special projects (Water Smart Book)

Supervisory Responsibilities:

Directly supervises three employees in the Accounts Receivable Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's Degree (B.A.) from a four year college or university in Finance; or four to six years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages. Ability to apply concepts of basic algebra.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Development software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations:

Valid Class "C" Driver License

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; reach with hands and arms; climb or balance and stoop, kneel. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.