



## Senior Accounting Technician Water System-Billing Operations

WSB/5-204

### **JOB SUMMARY**

This position is responsible for complex financial transactions of the department and analytical functions related to Water System revenues.

### **MAJOR DUTIES**

1. Processes revenue payments collected through electronic downloads from third party payment service, Automated Clearing House, and bank draft payments and uploads daily electronic financial banking deposits of checks received.
2. Performs accounting functions for customer accounts; leak adjustments, water and sewer penalties, penalty removal, posting error adjustments, return payment fees, payment redistribution, service charges and adjustments.
3. Generates, maintains, and posts financial journal entries to the general ledger. Completes period-end processing and auditing, analyzes payment journals for previous day activities ensuring the appropriate account receivable codes are credited and revenue account is debited.
4. Processes returns of Automated Clearing House, bank draft and check payments including reversals in financial software. Provides notification to customer, adjusts customers account, and provides return data to internal collection staff.
5. Processes customer request for electronic payment; establishes financial banking codes, inputs customer's financial bank draft requests and updates financial banking information as needed.
6. Identifies and resolves complex issues with financial transactions postings associated with unusual customer account situations. Investigates payment posting errors and finalizes necessary account adjustments.
7. Generates monthly reports of financial data; credit refunds, revenue received, billing reports, consumption data, payments processed, and processes misc. requests for utility information to produce financial reports.
8. Assists in performing reconciliation of daily financial transactions to financial banking institution; Completes daily bank review of transactions for fraud and adequate balances. Notifies management of situations, problems and recommends changes in processing.
9. Performs other duties as assigned.

### **KNOWLEDGE REQUIRED BY THE POSITION**

1. Knowledge of governmental and general accounting practices
2. Knowledge of Water System operations, policies, and procedures.
3. Knowledge of county policies and procedures.
4. Knowledge of modern office practices and procedures.
5. Skills in interpreting complex information and the ability to convey it to others in an accurate, complete, and understandable manner.
6. Knowledge of computers and job-related software programs.
7. Skill in oral and written communication.
8. Skill in planning, meeting deadlines, prioritizing and multi-tasking.
9. Knowledge and skills of electronic banking processes and procedures.
10. Skill in researching and preparing reports; utility billing system functions.

### **SUPERVISORY CONTROLS**

The Revenue Accounting Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the results.

### **GUIDELINES**

Guidelines include county policies and department procedures, Generally Accepted Accounting Principles, accounting and auditing standards and state and federal laws and regulations. These guidelines require judgment, selection, and interpretation in application. Guidelines include department standard operating procedures. These guidelines are generally clear and specific but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of varied accounting duties and other high-level functions. The need for accuracy and the volume of work to be completed and the need for accuracy contributes to the complexity of the position-
- The purpose of this position is to process electronic revenue payments, electronic deposits, payment returns and to participate in the analysis and reconciliation of financial transactions and preparation of required monthly reports. Success in this position contributes to the efficiency of Water System financial operations.

### CONTACTS

- Contacts are typically with co-workers, financial banking representatives, customers, and members of the public.
- Contacts are typically to give or exchange information; resolve problems; and provide services.

### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee frequently lifts light and heavy objects.
- The work is typically performed in an office.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position may provide supervision over Accounting Technician.

### SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

### ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

### DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to thoroughly understand the principles of accounting relevant to the duties of the position, usually interpreted to require two to three years of related experience.