



Accounting Specialist III – Billing

Department/Division:	Accounting
Reports To:	Finance Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general direction, to perform advanced and specialized technical accounting duties in support of the District's customer billing to ensure accuracy of accounts, timely processing, and efficiency; to perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of designated funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records, reports and statements in support of assigned accounts and activities; to provide technical assistance to the Finance Manager ; and to perform other related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is the advanced level in the Accounting Specialist series. Incumbents work independently and perform specialized accounting duties in support of billing, designated funds and accounts. Incumbents are expected to work with greater independence and perform at an advanced level. Incumbents prepare reports, with primary responsibility for record keeping related to the District's customer billing and for providing technical assistance to the Finance Manager.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Performs a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of billings, designated funds and accounts; audits accounts and billing for errors and make appropriate adjustments.
- Reviews and prepares delinquency process, billing records and reports to assure accuracy, completeness and compliance with established guidelines, procedures, and Generally Accepted Accounting Principles; reviews accounts, identifies errors and makes appropriate adjustments.
- Performs the maintenance of customer account records and files; scans and enters service orders completed by meter readers.
- Prepares liens for properties that are delinquent; applies for lien fees and answers questions from customers regarding liens and reconciles collection accounts.
- Monitors checks, payments and accounts; cross-checks lists for bills not paid; processes and funds from liens.
- Prepares accounts receivable invoices, journal entries, and reports.

- Performs special projects, as assigned.
- Uses computer systems to compile information or create documents relating to customers' transactions; processes customer refunds; record taxes and liens paid by County.
- Uses spreadsheet software to keep financial records and process documents involved in financial transactions; processes invoices for payment.
- Assist the Finance in investigating complex accounting irregularities.
- Researches and resolves the most difficult and complex account record keeping issues. Train Accounting Specialists I's and II's and other support staff.
- Performs the duties of Accounting Specialists I and II, as required.
- Creates correspondence.
- Keeps abreast of new laws and regulations affecting area of responsibility.
- Maintain prompt and regular attendance.
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- The principles, practices, and methods of business, accounting and financial record keeping at an advanced level.
- The principles, practices and methods of internal controls, billing, collection methods, bank transactions and auditing.
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports and statistical record-keeping techniques.
- Reporting requirements for both federal and state taxes.
- Job costing practices and procedures.
- Basic English usage, spelling, grammar, and punctuation.
- Modern office practices, equipment, and procedures.
- Personal computer operation and related software applications including advanced level Microsoft Office, e-mail, accounting and payroll software programs and web-based communication tools.
- Statistical and record keeping methods.
- Safe work practices.

Ability to:

- Maintain a variety of confidential and complex financial records.
- Plan, coordinate and perform a wide variety of difficult and specialized professional accounting work related to the billing function.
- Prepare and analyze a variety of complex financial statistical reports.
- Perform skilled technical financial record keeping work including reconciliations and analysis of financial data and accounts.
- Establish and maintain cooperative working relationships with others.
- Communicate clearly and concisely, both orally and in writing.
- Gather, analyze, and interpret data.
- Understand and apply District procedures without immediate supervision and provide lead direction to others.
- Follow written and oral instructions.
- Operate standard office equipment, personal computers, and related software.
- Keyboard at 40 wpm and use a 10-key calculator by touch.
- Observe proper safety precautions.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: An Associate degree from an accredited college or university in finance, accounting, business administration or a closely related field.

And

Experience: Three (3) years of progressively responsible experience in accounting/governmental accounting and computerized financial record keeping including accounts receivable, accounts payable, and general ledger reconciliation and reports. Experience in a lead capacity is highly desirable.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The incumbent is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.