

# WATER BILLING SPECIALIST

Recruitment #1507-0419DC-001

**List Type** Original

**Requesting Department** DPW-WATER-BUSINESS

**Open Date** 7/28/2015

**Filing Deadline** 8/18/2015 11:59:00 PM

**HR Analyst** Jeff Harvey

## **PURPOSE**

Conduct the detailed, accurate and deadline-driven prebilling review so that the over 165,000 Milwaukee Water Works (MWW) accounts can be accurately billed within the proper deadlines on a weekly cycle to cover the quarterly residential and monthly large commercial, industrial and suburban wholesale accounts.

## **ESSENTIAL FUNCTIONS**

- Assist the Water Billing Supervisor with the oversight of the billing process for the utility including the validation of the meter readings.
- Direct and oversee the posting of meter readings.
- Oversee the posting of all combinations and divisions as they relate to billing.
- Review of the water/sewer account total differences.
- Assist in the preparation and transmission of the bill print file to the utility's bill print vendor which includes the preparation and running of the billing calculation and validation of multiple billing related reports.
- Assemble and oversee the mailing of specially grouped bills.
- Assist in the preparation and running of various customer information programs, updating individual customer accounts.
- Generate and review Daily Work Order Updates, month end Billing Summaries and monthly reports including the Top 20 users for City of Milwaukee and West Milwaukee.
- Assist in maintenance of financial data relating to accounts receivable balances for City funds, produce and review trial balance reports, accounts receivable updates, and G/L journal entries.
- Process Owner's Leaks for sundry and tax roll.
- Create and maintain various Excel reports for submission to the Comptroller, DPW and suburban utility contacts and auditors.
- Assist in the preparation and running of various financial reports while verifying daily, monthly and year-end balances this involves converting Cognos reports to MS Excel when needed.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## **MINIMUM REQUIREMENTS**

1. Four (4) years of progressively responsible accounting experience or 4 years of clerical experience performing duties closely related to the duties listed above including at least 1 year at the lead worker level. College-level or technical course work in Accounting or Computer Science may be substituted for up to 2 years of the required experience.
  - **IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be

*attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

- **Note:** *Equivalent combinations of education and experience may also be considered.*
2. Valid Driver's License at time of appointment and throughout employment.

### **KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- High attention to detail when it comes to accuracy of numbers, data entry, and data management.
- Knowledge of MS Office suite programs including Excel, Outlook, and Word to create reports, manage data and create and receive correspondence.
- Knowledge of SQL (Structured Query Language) and how to utilize it to create reports and manage data.
- Ability to oversee the review process of billing documents for accuracy and timeliness.
- Ability to operate in a schedule and deadline driven work environment.
- Ability to communicate orally and through written correspondence with diverse groups of people including other city department personnel, customers, vendors, peers and management.
- Ability to work as a part of a cohesive team to regularly meet strict billing submission deadlines.

### **CURRENT SALARY**

The current starting salary is \$45,013 annually for City of Milwaukee residents. The non-resident starting salary is \$43,909.

### **SELECTION PROCESS**

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises.

INITIAL FILING DATE – The examination will be held as soon as practical after **August 18, 2015**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.