

WATER BILLING SUPERVISOR

Recruitment #1506-4228-001

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

This position is responsible for the planning and supervision of the accurate, deadline-driven billing and reporting process for over 165,000 Milwaukee Water Works (MWW) accounts.

ESSENTIAL FUNCTIONS

- Direct and oversee the posting of meter readings, the Pre-bill edit and audit processes, and review of the water/sewer account total differences.
- Preparation and transmission of the bill print file to the utility's bill print vendor which includes the running of the billing calculation process and the validation of multiple accounting and audit reports.
- Maintain financial data relating to accounts receivable balances for City funds, produce and review trial balance reports, accounts receivable updates, and G/L journal entries.
- Create and maintain various Excel reports for submission to the Comptroller, DPW and suburban utility contacts and auditors.
- Assist the Water Revenue Manager in the Tax Roll Transfer Process.
- Develop, generate, review for accuracy and distribute system reports for the billing system records.
- Prepare and run various financial reports verifying daily, monthly and year end balances by converting COGNOS reports into Excel files when necessary.

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. Bachelor's degree in Accounting, Finance or Business Administration from an accredited college or university.
 - *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.*
2. Three (3) years of experience in financial billing, accounts receivable or auditing.
 - *Note: Equivalent combinations of education and experience may also be considered.*
3. Valid Driver's License at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Supervisory experience.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- High attention to detail when it comes to the accuracy of numbers and data management.
- Knowledge of accounting and financial principles and regular practices.
- Knowledge of reporting procedures for accounting and finance.
- Knowledge of supervisory principles and practices.
- Skill in organizing work to ensure data integrity, data location, and to ensure financial reporting is accurate.
- Ability to meet time sensitive billing cycle schedules and deadlines.
- Ability to track work, monitor progress, and maintain timely actions.
- Ability to check and review the work of others to ensure accuracy of work produced.
- Ability to generate and interpret reports to communicate meaning and future actions that are necessary based on system data (e.g. using SQL to create reports).
- Ability to utilize MS Office suite software (e.g. Excel, Outlook, Word) to create correspondence and maintain data.
- Ability to communicate orally and in writing with diverse groups of people including co-workers, direct reports, managers, personnel from other city departments, vendors, contractors, customers and representatives from other government agencies.

CURRENT SALARY

SALARY (PR1CX): The current starting salary is \$51,469 annually for City of Milwaukee residents. The non-resident starting salary is \$50,206. Appointment above the minimum is possible.

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.