

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: FISCAL SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: BUSINESS MANAGER

JOB CODE: 5009
DATE: 2/08

JOB SUMMARY:

Assists in coordinating a departmental office in the performance of work associated with the processing of collections, billing, accounting, and other financial transactions. Maintains general ledgers by posting credits and debits; reconciles accounts; processes accounts receivables; processes and tracks purchase orders; processes employee payroll; monitors and tracks budget expenditures. Supervises other departmental employees as needed.

ESSENTIAL JOB FUNCTIONS:

Oversees the processing of bi-monthly water and sewer billing; edits accounts for research of high readings, no readings, and zero readings; makes adjustments and changes before billing; creates billing files and forwards to bill printing company.

Prepares monthly steam billing; enters steam condensate readings; adds or changes meter device information as needed; creates billing file and prints bills for mailing.

Prepares bi-monthly water and sewer reminder and termination notices; creates notice files and prints notices for mailing.

Updates assessed building values for availability charges on water bills..

Gathers and summarizes financial information in order to prepare reports and provide information for budget preparation or monitoring; prepares detailed financial reports in order to monitor, evaluate, and report on financial activity; maintains specialized funds and billing data on a monthly basis.

Updates all water and sewer payments received and posted to accounts within the city; balances to cash transaction trial balance totals; prepares and maintains trial balance spreadsheet in database; updates accounts on Web site to show current amounts due.

Processes payments received by mail daily; creates daily mail batch and enters payments; creates deposit reports; prepares bank deposits and sends to collection.

Creates daily cash batch and conducts and processes over-the-counter transactions; collects money from the public.

Accounts for and balances daily receipts and ensures that cash-on-hand is maintained at an appropriate level.

Prepares bank deposits and balances cash drawer daily; creates deposit reports, prepares bank deposits, and sends to collections.

Receives and processes online payment from bank; creates batch and forwards to collections.

Completes calendar year-end and fiscal year-end process for water and sewer billing.

Interacts with vendors on product pricing, ordering, and specifications; receives orders; verifies for accuracy; maintains accurate inventory of printed supplies.

Responds to telephone inquiries from individuals, real estate companies, and title companies regarding billing statements for persons buying and selling properties.

Schedules meter readings for statements for sellers; makes changes to reflect new owner information.

Monitors, evaluates, and responds to customer service demands and customer requests.

Enters and retrieves information into accounts in order to update records, process address changes, and respond to requests for information.

Opens mail and forwards to appropriate departments.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

General Office Equipment	Calculator	Personal Computer
Multi-Line Phones	Fax Machine	Postage Machine
Copier	Utility Billing Software	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

Three to four years of related accounting clerical experience; or,

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Accounts receivable accounting methodologies.

Basic mathematical computations, including addition, subtraction, multiplication, division, percentages, and ratios.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, orally and in writing.

Developing and maintaining electronic spreadsheets.

Computer applications related to the work.

Basic budgetary principles and practices.

General office policies and procedures.

Skill in:

Performing basic mathematical and statistical computations.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Applying accounts receivable accounting procedures to financial operations.

Identifying procedural problems and recommending solutions.

Compiling and organizing information for report preparation.

Communicating effectively, orally and in writing.

Rapidly entering and retrieving information using a computer.

Mental and Physical Abilities to:

Read, understand, and use judgment in the application of laws and regulations to area of assignment.

Establish and maintain effective working relationships with others.

Understand and carry out written and oral instructions.

Work is performed while typically sitting at a desk or table or while intermittently sitting, standing, stooping, or walking.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office.

Work is performed in a very noisy place.