

**City of Sallisaw
Job Description**

Job Title: Billing Coordinator

Exempt (Y/N): No

Department: Finance

Date: March 2018

Reports To: Finance Director

SUMMARY:

The incumbent is responsible for performing a variety of duties involving record keeping, financial transactions in utility billing, accounts payable, payroll, accounts receivable and telecommunications.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include, but are not limited to, the following. Other duties may be assigned.

1. As assigned, perform the day to day tasks associated with utility billing, payroll, accounts payable, accounts receivable and telecommunications.
2. Assist customers with questions or concerns about their utility bills and DiamondNet. Assist Customer Service clerks with questions concerning utility accounts and DiamondNet.
3. Enter invoices into accounting software system; prepare processed purchase orders and invoices for payment. Write checks for payables as necessary. Process and review reports as needed.
4. Run daily/monthly utility billing and accounts receivable reports to ensure the transactions balance to the general ledger.
5. Answer questions concerning accounts payable payments to vendors.
6. Document and update procedures for completing daily, monthly and yearly tasks associated with utility billing, accounts payable, accounts receivable, payroll and telecommunications billing and reporting.
7. Assist the Finance Director with special projects as needed.
8. Assist in the tracking and collection of bad debt accounts.
9. If assigned, process bi-weekly payroll using the payroll computer system. Complete all payroll related reports, tax deposits, check writing and balancing duties required to close each payroll. Assist employees with questions concerning their payroll check.
10. Prepare memos and spreadsheets as needed related to responsibilities. (Using Microsoft Word and Excel).
11. Appear for scheduled work with regular, reliable and punctual attendance.
12. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Associate's degree (A.A.), or equivalent from a two-year college, university or technical school; and, four years related experience in a business environment handling billing and receivable functions; or equivalent combination of education and experience, preferably in a government environment.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from the general public and or other employees.

INTERNAL AND EXTERNAL COMMUNICATION:

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Regular contacts with customers, either within the office or in the field. May also involve self-initiated contacts with customers. Must be able to maintain a cooperative working relationship with other employees and departments of the City.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical form and deal with several abstract and concrete variables.

COMPUTER AND ADMINISTRATIVE SKILLS:

To perform this job successfully, an individual must have knowledge of Microsoft Office products, primarily Excel and Word, and the ability to learn specific programs related to municipal government.

PHYSICAL DEMANDS:

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

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit, stand and walk; use hands and fingers to handle and feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time of the city limits of the City of Sallisaw, Oklahoma.

Approved:  _____
City Manager

Date: 3/15/18

Modified: August 2011
November 2014
March 2018