

## **Billing Specialist / Accounting Assistant**

**Peters Township Sanitary Authority (PTSA)** provides wastewater service to 6,100 customers in Washington County, PA, while owning and operating (2) wastewater treatment facilities, (9) pump stations and the associated conveyance system.

**Experience:** The ideal candidate will possess an Associate Degree or equivalent with a minimum three-years of experience in billing, collections, and customer service in an accounting environment. Applicants should be proficient in utility billing, accounting software and MS Office Suite. Candidates shall possess and exhibit the ability to manage multiple projects/tasks, apply creativity to problem solving, maintain a high level of record keeping/routine paperwork, provide close attention to detail, ability to work under pressure, establish work progress goals, meet frequent deadlines, ability to work closely with others, ability to perform with frequent interruptions and/or distractions, ability to make appropriate job decisions following standard office policies and past precedents, ability to complete work load within established time frames, ability to adjust priorities as circumstances dictate, ability to follow established confidential rules, ability to keep customers' and employees' information confidential.

Qualified candidates are required to possess a valid PA Driver's License or the ability to obtain one within 30 days. Candidates are also required to pass a drug screen, criminal history background check and credit history prior to employment.

**Duties:** The Billing Specialist / Accounting Assistant's primary responsibility is to prepare utility billing and payment collections ensuring a positive cash flow position. Secondary responsibilities are to assist the Financial Controller with accounts payable and payroll functions. Additional duties are listed below:

- Download water records, prepare and generate sewage bills, delinquent and termination notices, final billings for closed accounts
- Ensure that all accounts are billed accurately
- Apply credits to customer bill once approved
- Process payments from customers and track payment status
- Establish payment plans for customers
- Coordinate with government agencies for customer financial assistance
- Prepare overpayment refunds as needed
- Prepare liens on accounts as directed for delinquent accounts.
- Manage accounting and other records for customer accounts
- Maintain customer accounts database
- Prepare correspondence for name change on billing accounts involving divorces, name changes death, etc.
- Communicate regularly with customers regarding account status both orally and in writing
- Prepare billing and collection reports, and other reports as needed
- Prepare satisfactions on customer accounts in Sheriff Sales and bankruptcies for other agencies
- Prepared certifications and provide account status for property transfers and property refinances
- Travel to banking institutions and post office on a regular basis
- Perform other duties as assigned or required
- Assist Financial Controller with accounts payable and payroll
- Assist with the property transfer/refinancing documentation
- Support to administrative assistant
- Answering phone calls

**Application:** Employment applications are available at [ptsaonline.org](http://ptsaonline.org). Submit resume, cover letter, and employment application by February 16, 2024 to [ejenkins@ptsaonline.org](mailto:ejenkins@ptsaonline.org), while listing BILLING SPECIALIST in the subject line of the email. Application materials can also be mailed to PTSA, ATTENTION: Enoch Jenkins 111 Bell Drive, McMurray, Pennsylvania 15317. PTSA is an Equal Employment Opportunity, drug free and tobacco-free workplace.