

Peters Township Sanitary Authority

Job Title	Billing Specialist/Accounting Assistant	Class	Exempt Hourly/Confidential
Department	Administrative	Work Hours	8:00 am to 4:30 pm
Date	January 2024	Reports To	Financial Controller

Overall Purpose of Job:

The Billing Specialist's/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.

Knowledge, Skills, and Abilities:

Problem Solving Skills	Communication Skills
Math Skills	Computer Knowledge
Strong Organizational Skills	Ability to use various office equipment i.e. copier, fax

Specific Skills: Proficient in utility billing, accounting software, and MS Office Suite.

Qualifications:

Education: Associate Degree or equivalent

Experience /Training: Minimum three-year's experience in billing, collections, customer service position, and accounting environment

Licenses: Possess and maintains a valid PA Driver's License or the ability to obtain one within 30 days

Background Check – Required to pass a criminal history background check and a credit history

Functions of Billing Specialist (other duties may be assigned)

- 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

Functions of Billing Specialist continued

- 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

Functions of Accounting Assistant

- Assist Financial Controller with accounts payable and payroll
- Assist with the property transfer/refinancing documentation
- Support to administrative assistant
- Answering phone calls

Working Conditions: Office environment with regular contact with customers

Other Qualifications Typical of this Position: Ability to manage multiple projects/tasks, applies 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 polices 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.

Physical Demands Typically of this Position:

Constantly Incurred (More than 75% of the time on job) being at computer terminal, repetitive finger movement, ability to use both hands, ability to communicate orally, ability to hear conversations, specific visual requirements.

Frequently Incurred (Between 25% - 75% of time on job) Ability to drive

Occasionally Incurred (Less than 25% of time on job) Light to moderate lifting involved in moving office supplies, reams of paper, and file storage boxes. Reaching at high or low levels. Bending and stooping.

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

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date