

## **NOTICE OF JOB VACANCY**

TITLE: Billing Supervisor

DEPARTMENT: Billing and Collections

NUMBER OF VACANCIES: One (1) Promotional/Open Competitive

PAY RANGE: Grade 20 \$44,798.75 - \$63,408.98/yr. (\$24.61 to \$34.84/hr)  
(With longevity increments when applicable)

### **BILLING SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible suspensory administrative work responsibility for planning and overseeing the operation of the Billing and Collection Division. General supervision is received from the City Controller in accordance with established policies and procedures. In carrying out details of the work, the Billing Supervisor must be able to exercise independent judgment. Supervision is exercised over a staff of subordinate clerical employees. The Billing Supervisor performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

Maintains daily ledgers for control of credits and collections showing distribution of receipts to, and current arrearage for each billing district; Prepares quarterly industrial, non-residential and contractual water/sewer rent billings; Plans and supervises the work of clerical employees ie preparing quarterly residential water/sewer rent billings; Prepares or supervises the preparation of computer input data; Verifies accuracy of meter readings and tax bills in response to customer inquiries and complaints and, where necessary, prepares credit memos; Maintains detailed records of billings, collections, credits and arrears and prepares monthly summary reports for the department head and City Administrator, Supervises billing for miscellaneous water sales and services; Prepares or supervises preparation of listings of delinquent accounts, unpaid assessments and miscellaneous charges to be added to the general city tax roll; Works cooperatively with Department of Management Information Systems in the implementation of new E.D.P systems related to water and sewer billing, tax collection, etc; Supervises preparation of general city, school and county tax billings. Administers water shut off program.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern office terminology practices and procedures including automated billing and collection systems; good knowledge of business arithmetic and English; good knowledge of modern methods of maintaining and checking financial records; ability to develop and install efficient work procedures; ability to plan and supervise the work of others; ability to deal effectively with the public using tact, courtesy and good judgment; accuracy; initiative and resourcefulness; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

(A) Graduation from a regionally accredited or New York State registered college or university with Bachelor's degree in accounting, business administration, or related field and one (1) year experience in consumer billing and collection work which shall have involved computer assisted billing and/or collection activities. OR

(B) Graduation from a regionally accredited or New York State registered college or university with Bachelor's degree with a minimum of two (2) years of experience in consumer billing and collection work which shall have involved computer assisted billing and/or collection activities. OR

(C) Graduation from a regionally accredited or New York State registered college or university with Associate's degree with a minimum office (5) years of experience in consumer billing and collection work which shall have involved computer assisted billing and/or collection activities.

OR (D) Graduation from high school with a diploma and ten (10) years of experience specific in governmental property taxes and water/sewer billings and other municipal billing and collection work which shall have involved computer assisted billing and/or collection .

SUBMISSION OF INFORMATION: SEND APPLICATIONS OR RESUMES TO: Human Resources, Room 14 Karen.bush@niagarafallsny.gov

**THIS NOTICE WILL BE POSTED FOR A PERIOD OF SEVEN (7) WORKING DAYS FROM February 17, 2021**