

COOPER CITY, FLORIDA

CLASS DESCRIPTION

CLASSIFICATION TITLE: UTILITY BILLING/ ACCOUNTING SUPERVISOR

GENERAL DESCRIPTION OF DUTIES

Supervise accounting and records maintenance functions in the Finance and Utility Billing Department. Work is performed under general supervision of the Assistant Finance Director. Areas of responsibility include, Overseeing Utility Billing, Accounts Receivable, Accounts Payable, Payroll Processing and the General Ledger integrity.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises staff engaged in greeting and receiving customers, and the public at City Hall.
- Oversee and reviews the processing of vendor payments; supervises staff engaged in accepting cash, checks and other negotiable instruments, and the proper issuance of receipts.
- Researches, prepares, and implements policies and procedures with the assistance of the Assistant Finance Director.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies, and responds to staff questions and concerns.
- Research and resolve customer concerns and account related discrepancies unable to be addressed/resolved by staff under charge.
- Provides explanations regarding utility billing functions and responds to general information requests.
- Supervise and review the balancing of daily revenue intake and ensure accurate preparation of deposits for the City's bank accounts.
- Reviews delinquent accounts and issues notices for payment to bring accounts up to date.
- Oversees monthly residential and Waste Management billing and notices.
- Maintains address/jurisdiction for Communication Services Tax database.
- Supervises the reconciliation of various ledgers and accounts, e.g., money market, operating, investments, and general ledger.
- Supervises the cities payroll process. Assists with questions and changes in the system. (Rates, policies, pay codes, deduction codes, memo codes etc.)
- Responsible for the daily cash deposits.
- Coordinates with HR in implementation of benefits.

CLASSIFICATION TITLE: ACCOUNTANT

- Monitor records and remits General Employee Pension, FRS, and Management pension funds.
- Oversee that all funds are deducted and remitted to the retirement coordinator monthly (MissionSquare).
- Prepares monthly Financial Statements.
- Prepares adjusting entries to reports and accounts as required.
- Maintain, review and interpret general ledger and accounting reports.
- Supervises the functions of accounts payable
- Assists co-workers with complex or unusual accounting related issues.
- Stays abreast of new practices, trends and advances in accounting and financial reporting. Reads professional literature and attends seminars and training sessions as appropriate.
- Manages collection, retention, transfer and distribution of records.
- Schedules disposal of records in accordance with both City policy and legal requirements.
- Performs related duties as directed.

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of accounting and auditing principles and practices in their application to a wide variety of accounting transactions and problems.
- Ability to make decisions within established accounting policies and procedures.
- Ability to prepare and explain financial statements, accounting reports and records.
- Ability to establish and maintain effective relationships with other employees and the public.
- Ability to effectively operate and utilize modern office technologies, such as computers, standard software applications, and associated peripheral equipment.
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EDUCATION & EXPERIENCE

Bachelor's degree in Finance or Accounting; supplemented by three (3) years professional accounting and management experience, to include reconciliation of financial statements and accounts, general ledger accounting and exposure to the payroll processing function; or an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

CLASSIFICATION TITLE: ACCOUNTANT

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.