

Finance and Utility Billing Manager

DEFINITION

Under general direction, plans, organizes, directs, and supervises all operations related to the accounting, billing, and budget functions for Alameda Municipal Power (AMP); performs professional accounting work; ensures regulatory compliance with governmental accounting standards; administers budget development activities; prepares the Comprehensive Annual Financial Report (CAFR) for AMP; resolves escalated issues from accounting and billing staff; and performs other related work as required.

DISTINGUISHING FEATURES

This is a single-position, mid-management level classification responsible for the supervision and management of the accounting and utility billing sections of AMP. This position organizes and oversees financial processing, reporting, and record-keeping activities associated with utility customer billing; supervises and participates in professional accounting work and preparation of a variety of financial reports; oversees the payroll function; and plans and participates in the annual budget process.

EXAMPLES OF DUTIES

1. Participate in the development and implementation of goals, policies, and priorities for accounting and utility billing groups..
2. Manage and oversee staff engaged in professional accounting, utility billing, and meter reading activities.
3. Manage and participate in all activities related to the accounting function for AMP, including accounts payable, accounts receivable, processing and issuance of checks, Automated Clearing House (ACH), wires, payroll processing, and working with complex financial software applications.
4. Review, prepare, and approve detailed and complex financial and accounting entries and reports.
5. Ensure that utility billings are processed timely and accurately; set up billing schedules and meter reading schedules; oversee billing rates and new billing modifications and programs; and make adjustments to customer bills and maintaining complex utility records.
6. Evaluate and implement technological improvements to the utility billing process.
7. Manage the timely and accurate preparation of the department budget; coordinate budget activities with other divisions within AMP; and work with the Assistant General Manager of Administration to finalize the budget.
8. Prepare and analyze a variety of fiscal, administrative, and management reports, schedules and statements; prepare complex financial reports, including the Comprehensive Annual Financial Report (CAFR) for AMP.

Deleted: January 7, 2015¶

¶
FINANCIAL SERVICES SUPERVISOR¶
=====¶

Deleted: is responsible for the development of a department's

Deleted: and the

Deleted: process including budget analysis, short- and long-range fiscal forecasting, and capital planning; coordinates, administers and manages a department's financial functions and

Deleted: oversees the CIS billing functions of the Utility

Deleted: ¶

<#>Plans and implements a department's budget process and related fiscal programs, utility billing function; manages the timely and accurate preparation of a department's performance based budgeting documents and financial reports; coordinates budgeting activities with other divisions, serving as the primary budget authority.¶
<#>Recommends and implements policies and procedures for effective revenue collection and service delivery.¶
<#>Plans, coordinates and oversees the work of staff engaged in accounting functions such as billing, accounts payable, accounts receivable, general ledger, grants accounting, revenue accounting, and utility billing.¶
<#>Facilitates development and implementation of improved financial management systems, customer information systems and procedures.¶
<#>Develops and monitors performance specifications for services provided by outside vendors and the utility's customer information systems.¶
<#>Participates in the development and implementation of a department's goals, policies, and priorities.¶
<#>Administers and performs general and specialized finance activities as assigned.¶
<#>Coordinates activities with other departments and agencies; provides information and assistance regarding finance matters, policies, and procedures. ¶
<#>Serves as liaison to various agencies and community or professional groups.¶
<#>Prepares and reviews notices, agendas, minutes and other materials.¶
<#>Conducts a variety of special studies, and prepares and may present various analyses, statistical compilations, and reports.¶
<#>Ensures compliance with federal, state and local laws, regulations, codes, etc.¶
<#>Supervises, trains and evaluates assigned staff. ... [1]

9. Coordinate activities with other departments and agencies; provide information and assistance regarding finance matters, policies, and procedures.
10. Provide highly complex staff assistance to the Assistant General Manager of Administration.
11. Perform related duties as assigned.

EMPLOYMENT STANDARDS

Education/Experience

Any combination of education and experience likely to provide the required knowledge and abilities; a typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited college or university with major course work in accounting, finance, business, public administration or related field. Designation as a Certified Public Accountant (CPA) is desired.

Experience: Four years of professional financial management experience with substantial work in budget preparation, accounting, administration, analysis, and organization-wide coordination, at least two years of which shall have been in a supervisory capacity. Municipal, government, or public utility experience, including utility billing, is desirable.

Knowledge

Knowledge of principles and practices of accounting, and financial planning, financial management, including Generally Accepted Accounting Principles (GAAP); principles and practices of budget preparation, adoption, administration, evaluation, and coordination; principles and practices of supervision, training and performance evaluation; statistics and techniques of complex financial forecasting, data analysis, and numerical/financial analysis; methods of report preparation and presentation; applicable federal, state and local laws and regulations; complex financial software systems; principles and procedures of record-keeping; modern office practices, methods, and computer equipment and applications related to job functions.

Abilities

Ability to learn and apply principles and practices of governmental and utility accounting, financial and billing management, including Governmental Accounting Standards Board (GASB) and Federal Energy Regulatory Commission (FERC); learn and apply electric utility billing and rate structures; organize, implement, and direct AMP accounting and utility billing operations/activities; manage and participate in all activities related to AMP's accounting function, including accounts payable, accounts receivable, and payroll processing; prepare and analyze a variety of complex financial reports, statements and schedules, including the Comprehensive Annual Financial Report (CAFR); effectively plan and implement a department's budget process and related fiscal programs; prepare and analyze complex accounting and financial data and draw logical and sound conclusions; facilitate development and implementation of financial management systems, customer information systems (CIS) and procedures; interpret and apply state, federal and local laws and regulations related to governmental and utility accounting and financial management; interpret, analyze and explain complex and technical information; independently

Deleted: City of Alameda¶
Financial Services Supervisor, Code 7495¶
Page 2 of 2

Deleted: ¶

Deleted: equivalent to

Deleted: . A

Deleted: financial management, economics

Deleted: ; a

Deleted: Five

Deleted: municipal or government

Deleted: -----Page Break-----
¶
¶

Deleted: Knowledge of principles and practices of governmental and utility accounting, financial planning, financial and billing management, including Generally Accepted Accounting Principles, (GAAP) and Governmental Accounting Standards Board (GASB); principles and practices of budget preparation, adoption, administration, evaluation, and coordination; applicable federal, state and local laws and regulations; computerized financial systems. ... [2]

Deleted: ¶
Ability to

Deleted: department's

Deleted: develop financial plans and fiscal forecasts; plan, organize lead and control financial services management

Deleted: improved

Deleted: ; administer and perform assigned specialized finance activities

Deleted: 09/28/04¶
CL: Human Resources Department¶
G:\Personnel\SPECS\Pending CSB Approval\20150107 Meeting\Financial Services Supervisor - REVISED.doc

▼ carry out complex accounting and auditing work; apply accounting principles and techniques to practical accounting, auditing, and financial problems; create reports, schedules, and supporting documents; correspond with outside contacts (banking institutions, government agencies, auditors) regarding transactions, reports, or problem solving; draw valid conclusions and project consequences of decisions and recommendations; supervise, train and evaluate assigned staff; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records including customer billing records; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with employees, service providers, and the general public.

▼ Special Requirements

Willingness and ability to work outside regular scheduled hours to meet operational needs.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Deleted: City of Alameda¶
Financial Services Supervisor, Code 7495¶
Page 2 of 2

Deleted: prepare and present complex, technical and/or statistical reports

Deleted: maintain level of knowledge required for satisfactory job performance; communicate effectively

Deleted: ; and supervise, train and evaluate assigned staff

Deleted: ¶

Deleted: 09/28/04¶
CL: Human Resources Department¶
G:\Personnel\SPECS\Pending CSB Approval\20150107 Meeting\Financial Services Supervisor - REVISED.doc

Revision History:
July 2009: Customer Programs Coordinator
January 2019: Revised to Account Manager

Deleted: City of Alameda
Financial Services Supervisor, Code 7495
Page 2 of 2

Deleted: 09/28/04
CL: Human Resources Department
G:\Personnel\SPECS\Pending CSB Approval\20150107
Meeting\Financial Services Supervisor - REVISED.doc

Plans and implements a department's budget process and related fiscal programs, utility billing function; manages the timely and accurate preparation of a department's performance based budgeting documents and financial reports; coordinates budgeting activities with other divisions, serving as the primary budget authority.

Recommends and implements policies and procedures for effective revenue collection and service delivery.

Plans, coordinates and oversees the work of staff engaged in accounting functions such as billing, accounts payable, accounts receivable, general ledger, grants accounting, revenue accounting, and utility billing.

Facilitates development and implementation of improved financial management systems, customer information systems and procedures.

Develops and monitors performance specifications for services provided by outside vendors and the utility's customer information systems.

Participates in the development and implementation of a department's goals, policies, and priorities.

Administers and performs general and specialized finance activities as assigned.

Coordinates activities with other departments and agencies; provides information and assistance regarding finance matters, policies, and procedures.

Serves as liaison to various agencies and community or professional groups.

Prepares and reviews notices, agendas, minutes and other materials.

Conducts a variety of special studies, and prepares and may present various analyses, statistical compilations, and reports.

Ensures compliance with federal, state and local laws, regulations, codes, etc.

Supervises, trains and evaluates assigned staff.

Knowledge of principles and practices of governmental and utility accounting, financial planning, financial and billing management, including Generally Accepted Accounting Principles, (GAAP) and Governmental Accounting Standards Board (GASB); principles and practices of budget preparation, adoption, administration, evaluation, and coordination; applicable federal, state and local laws and regulations; computerized financial systems.