
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.

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 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.

Revision History:

July 2009: Customer Programs Coordinator

January 2019: Revised to Account Manager