



CITY OF FOREST LAKE JOB DESCRIPTION

POSITION:	MANAGER OF ACCOUNTING & UTILITY BILLING
DEPARTMENT:	ADMINISTRATION
FLSA:	EXEMPT
IMMEDIATE SUPERVISOR:	FINANCE DIRECTOR
HOURS WORKED:	40 HOURS PER WEEK

SUMMARY

Responsible for direction and supervision of all aspects of utility billing and related customer service. Direction and supervision of accounting related functions, such as accounts payable, cash receipting, project management, and payroll. Assist with the preparation of various workpapers for the external audit. Assist with the budget preparation and budget monitoring.

ESSENTIAL FUNCTIONS

- Directs, supervises, and evaluates current and future Finance Department Staff including: Administrative Assistant Accounts Payable, Senior Administrative Assistant Payroll, and Senior Administrative Assistant Utilities.
- Participates in the hiring process of Finance Department staff.
- Direct and supervise the utility billing process.
- Direct the utility billing communication system.
- Direct and supervise the submission of quarterly and annual State reporting forms as required.
- Supervises various accounting functions, such as accounts payable, cash receipting, and payroll.
- Interfaces with outside vendors that support the billing and collection of City funds.
- Assist with the preparation of the external audit and budgeting process.
- Direct the accounting aspect of the project management of construction, which includes escrow accounts and letters of credit.
- Creates and administers project accounting.
- Acts as the Finance Department's supervisor when the Finance Director is absent or when the Finance Director position is vacant.
- Attendance at City Council meetings, workshops, and budget review sessions.

OTHER DUTIES AND/OR RESPONSIBILITIES

Perform other duties as assigned by City Administrator or Finance Director.

EDUCATION AND/OR EXPERIENCE REQUIRED

Four year Accounting degree. CPA is desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of accounting practices.
- Supervisory experience.
- Ability to operate general office equipment and current, common software packages.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to deal tactfully and effectively with City staff, outside agencies, and the public.
- Ability to operate and troubleshoot utility billing software.
- Skill in organizing and maintaining current and historical records for utility accounts.

PHYSICAL REQUIREMENTS

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.

- Eyesight 20/40 or corrected to 20/40.
- Sit for 8 or more hours per day, with occasional breaks.
- Bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to operate keyboard for up to 8 or more hours, with occasional breaks.
- Ability to occasionally lift, push or pull up to 10 lbs.