



Senior Accounting Tech

Under general supervision, the purpose of the position is to perform specialized utility billing and accounting work for the Finance Department. This position manages the Utility Billing Customer Service division; is responsible for preparing and maintaining a variety of reports and records; preparing bills and payments; updating and verifying computerized information; and analyzing accounting documents. Performs related work as required.

DUTIES:

- Manage the Utility Customer Service division. Establish efficient processes and procedures, monitor staff compliance, plan work assignments and review staff work
- Respond to all customer inquiries from the general public and town employees
- Manage the processing and printing of all customer utility billings and ensure their accuracy
- Determine when delinquent and final notices should be sent and follow up on delinquent accounts to include sending accounts to collections and Virginia debt set-off program
- Prepare final bills, door hangers, delinquent letters and cut-off notices
- Review adjustments to customer accounts and meter exchanges as needed
- Enter data into computerized system, review data for accuracy and make corrections as needed
- Ensure that all water and sewer commodity rates, peak usage rates, recycling fees and quarterly billing charges comply with Town Council adopted rate schedule
- Prepare and maintain a variety of spreadsheets, reports and reconciliations. Prepare general correspondence and keep track of all division records
- Prepare staff performance evaluations
- Performs related duties as required

REQUIREMENTS:

- Bachelor's degree in accounting, finance or business strongly preferred
- Customer Services skills with the public preferred Strong Microsoft Excel, Word and Outlook skills
- Experience in financial systems conversion strongly desired
- Experience with SunGard NaviLine, Tyler Technologies Munis and Badger Read Center is preferred

HOURS:

- Monday - Friday, 8:00 a.m. to 5:00 p.m. extra hours as required

SALARY:

- \$45,893 - \$70,000 DOQ

LOCATION:

- Herndon Municipal Center, 777 Lynn Street

To apply online, please visit us at www.herndon-va.gov