



Program Supervisor, Revenue Optimization

Salary: \$93,528.24 - \$153,220.70 (annually)

Job Type: Full-Time

Location: Fairfax, VA

Closing Date: 9/13/2023

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Description

Under limited supervision of the Director, Finance, performs revenue analysis and operational audits for the purpose of optimizing utility revenues and reducing loss. Serves as a working supervisor, provides financial and customer service support, and demonstrates continuous efforts to improve financial and revenue related business processes and internal controls.

Examples of Duties

- Performs periodic reviews of utility invoices and analyzes accounts for accuracy.
- Develops procedures and performs revenue and billing analysis in Fairfax Water's accounting and customer service billing information systems.
- Performs meter and consumption analysis and supports meter management programs to meet suggested requirements set forth by the American Water Works Association (AWWA) and Fairfax Water objectives.
- Provides oversight of customer billing and revenue analysis reports and makes recommendations for account resolutions.
- Identifies trends in revenues.
- Participates in special projects including research of new meter programs and services.
- Assists with implementing innovative programs and procedures and monitors program progress.
- Participates in establishment and review of revenue and new services operating procedures.
- Performs analysis to ensure compliance with Fairfax Water's rules, rates, and regulations.
- Performs bi-annual audits and supports the implementation of new rates and procedures.
- Responsible for conducting selected revenue and operational risk-based audits throughout the organization.
- Analyzes findings and provides recommendations to correct deficiencies or improve operations and/or financial control activities.
- Creates queries, reports, and procedures to document and enhance internal controls.
- Responsible for preparing weekly and monthly financial reports and memos.
- Prepares effective oral and written presentations and documents as requested.
- Assists in evaluating and improving operational efficiency within the Finance Division.
- Performs ad hoc financial analysis and other special financial and revenue studies.



Program Supervisor, Revenue Optimization

- Provides other financial and customer service support as needed.
- Performs other duties as assigned or required.

Typical Qualifications

- Any combination of education, experience and training equivalent to, graduation from an accredited four-year college or university with a bachelor's degree in finance, accounting, business, or closely related field and a minimum of five years of progressively responsible experience in finance, accounting, and/or auditing.
- Three years of supervisory or project lead experience is preferred.
- A master's degree or CPA or CPFO certification is preferred.
- Strong knowledge of auditing accounting principles, procedures, and techniques.
- Strong experience with enterprise resource systems. SAP experience preferred.
- Strong knowledge of utility billing systems and water meter operations is preferred.
- Strong Microsoft Office experience with advanced Excel skills.
- Strong organizational skills with the ability to multi-task and meet deadlines.
- Ability to analyze and interpret complex financial records and reports.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships.
- Ability to compile and evaluate data, draw sound conclusions, and recommend course of action.
- Ability to understand operational processes to interpret financial impacts.
- Must pass a controlled substance (drug) test for employment.

A **Fairfax Water** application is required and must be submitted online by deadline. Visit to <https://www.governmentjobs.com/careers/fairfaxwater> view instructions and to complete an application.

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