



Title: SUPERVISOR OF CUSTOMER ACCOUNTING

Salary: Band D
Effective Date: 01/01/13
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the Director of Finance and Administration, plans, organizes, directs, controls, and supervises work of staff related to customer accounting activities. Performs a variety of duties related to the financial and accounting work of the District which affect the allocation of costs to the District's landowners and water users, including financial analysis, forecasting and planning, systems review and development, and other economic and related studies. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

EXAMPLES OF WORK PERFORMED (Illustrative Only)

Plans, organizes, assigns, directs, reviews, and supervises the work of assigned staff engaged in customer accounting activities, including financial analysis, water sales and ordering, water purchases, billing, accounts receivable, allocation accounting, exhaustion tracking, miscellaneous sales, transportation charges, power sales and purchases, deficit accounting, assessments, acreage limitation, damage claims, real property, and right-of-way.

Selects, trains, and evaluates the performance of assigned staff.

Prepares the Department's annual budget; reviews expenditures to ensure they remain within prescribed limits; and justifies budget variances.

Communicates with staff and is responsible for ensuring compliance with District policies, rules, regulations, and guidelines.

Participates in formulating long-range planning goals.

Analyzes, evaluates, and develops complex financial studies and economic projections, and performs detailed analysis and calculations pertaining to rate setting, allocation of costs, and impact to landowners and water users.

Prepares the District's budget estimates for water sales and purchases and assists in the development of the District's fund balance estimates.

Maintains records associated with the purchase and sale of water and power and the distribution of costs to water users.

Participates in the development of long-range financial forecasts, including projections of revenues and expenses related to water sales and purchases.

Participates in monitoring the accuracy of Bureau of Reclamation rate setting and cost allocation activities.

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Participates in the development of inter-District cost allocation methods with respect to various activities, including operation and maintenance costs, power, and capital.

Participates in development and review of landowner and water user Ability-to-Pay Studies.

Monitors delinquent accounts receivable balances and takes action necessary to protect the District from loss of revenues.

Reviews, interprets, and implements, as necessary for water pricing and payment, various documents, including the District's Rules and Regulations, policies, and procedures; water service contracts; transfer agreements; and Reclamation law requirements.

Interprets District policies, guidelines, and issues to others, including District staff, Board members, water users, landowners, and other agencies.

Analyzes and develops or modifies manual and/or automated accounting and billing systems, as necessary.

Performs other duties as required.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree in Accounting, Business Administration, Finance, or a related field, and five years of accounting, auditing, or analytical experience, two years which must have included lead or supervisory responsibilities; or equivalent.

Knowledge of:

- Principles and practices of accounting, auditing, forecasting, statistical analysis, budgeting, and financial reporting.
- Computer principles as applied to accounting systems.
- Research methods and techniques and methods of report presentation.
- Principles and practices of management and supervision.
- Accounting theory, principles, and practices and the application of these to governmental agencies.
- Principles of debt management.
- The use of a PC.

SPECIAL REQUIREMENTS

- Qualify for a fidelity bond.

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WORKING CONDITIONS

- Possess physical characteristics to perform the critical and important duties of the job.
- Work hours other than normal work schedule.

STANDARD REQUIREMENTS

- Possession of a valid California Driver's license/Class C and a driving record acceptable to the District's automobile insurance provider.