

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 02/07/19

Closing Date: 02/15/19

TITLE: Supervisor of Billing and Collecting

SALARY: *Please provide salary requirements*

Hours: 40 35

DEPARTMENT: Human Services/Meadowview

Union: TBD Mgmt: TBD

LOCATION: Northfield

NJCSC Test Required: Yes No

Grant Funded: Yes No

**Note: Experience with medical billing for nursing homes
and knowledge of Medicaid/Medicare preferred.**

DEFINITION:

Under direction, supervises and performs highly responsible clerical billing and collection work involving the compiling, computing and recording of data for billing purposes; oversees and maintains a billing system to ensure the efficient, timely and accurate payment of accounts; may prepare payroll for the agency; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

EXPERIENCE:

Five (5) years of experience in clerical accounting and maintaining accounts of financial transactions; one (1) year of which shall have been in a supervisory capacity.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

EXAMPLES OF WORK:

Supervises clerical operations involved in the billing and collection of agency fees and payments.

Performs highly responsible tasks involved in compiling, computing and recording industrial metered electric, water, and sewer fees and payments.

May supervise meter reading and/or machine inspections in a utility department.

Maintains a billing system in accordance with established rules, regulations, policies and procedures.

Supervises the follow-up, collection and allocation of payments.

Determines work procedures, prepares work schedules, and expedites workflow.

Monitors consumer account details for non-payment, delayed payments and other irregularities.

Receives, investigates and resolves customer complaints.

Authorizes billing adjustments.

May authorize the printing/distribution of bills.

Schedules meter readers' routes and work.

Monitors the purchasing of supplies and equipment for the office.

Prepares annual office budget.

Compiles records for and prepares annual State Utility Commission reports, monthly State Board of Health pumping reports, quarterly water reports to the State Division of Water Policy and Supply, Federal Power reports, and State Tax Department reports, and so forth.

Prepares and checks vouchers.

Prepares payroll for the agency; maintains related personnel records.

Oversees the petty cash and postage fund.

Performs cashiers' work in their absence.

Enters claims on property searches and claims to insurance companies and follows them through to their completion.

Trains, or arranges for the training of, staff responsible for performing clerical billing work.

Relieves the superintendent of administrative details.

Supervises work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

May perform special studies as required.

Prepares monthly reports for the Utility Board.

Supervises the establishment and maintenance of collections records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of the procedures and methods involved in electric and water collections work.

Knowledge of the methods used to gather and analyze data.

Knowledge of supervisory methods and techniques.

Ability to oversee and maintain an up-to-date billing system in accordance with established rules, regulations, policies and procedures.

Ability to organize assigned supervisory work and develop effective work methods.

Ability to investigate and resolve customer complaints regarding billing issues.

Ability to supervise the establishment and maintenance of essential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

**Alternatively, applications may be mailed to the
Atlantic County Division of Human Resources
1333 Atlantic Avenue, Atlantic City, NJ 08401**

- *We are an Equal Opportunity Employer* -