



**WASTEWATER BILLING &  
ACCOUNTING MANAGER  
JOB DESCRIPTION  
City of West Lake Hills, Texas**

<b>Job title</b>	Wastewater Billing & Accounting Manager	<b>FLSA Classification</b>	Non-exempt, Hourly, Full-time
<b>Reports to</b>	Finance Director	<b>Date Approved</b>	

**GENERAL PURPOSE**

Under the direction of the Finance Officer, the Administrative Services Specialist manages, administers, and provides primary oversight of the Wastewater Enterprise Fund including providing all administrative and financial support to key and management staff and the organization as assigned. Processes Accounts Payable & Accounts Receivable (AP/AR) including account reconciliations as well as processes biweekly payroll. Exercises moderate level independent judgement and decision-making authority.

**SUPERVISION RECEIVED & EXERCISED**

- Works under the general supervision of the Finance Officer.
- Support staff if required and as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

- Manage and administer the Wastewater Enterprise Fund.
- Monitor customer account activity including collection of past due amounts.
- Develop, implement, monitor, evaluate and revise Wastewater Fund policies and procedures as required and in coordination with City staff and City Council.
- Provide timely responses including documentation of written and oral communication with existing Wastewater customers.
- Ensure compliance of residential and commercial self-connections and coordinate with 3rd party professional service providers and the Wastewater Engineer.
- Monitor and manage content on the City Wastewater Department web page.
- Process Accounts Payable & Accounts Receivable, post to General Ledger and reconcile accounts.
- Assist with budget preparation and installation of the appropriation once approved.
- Review and recommend approval of any applicable pass-thru expenses.
- Prepare quarterly and annual reports as required for compliance.
- Participate in development of proposals for capital improvement projects as assigned.
- Act on behalf of the City as the primary point of contact with other agencies including but not limited to the City of Austin and Water Control and Improvement District (WCID) #10.
- Provide administrative support to the Finance Officer ensuring compliance to applicable City policies and legal requirements.
- Participate/assist in all emergency management activities, as assigned.
- All other duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION & EXPERIENCE**

- Bachelor's degree preferred, relevant municipal experience can be substituted for education
- Valid Texas Driver's License.
- Extensive experience reviewing policies, contracts, and reports, including the preparation of professional correspondence and reports.
- Extensive experience in paper and electronic file keeping ensuring key records are maintained and in compliance with the applicable retention policies.
- Must be bondable.

### **KNOWLEDGE**

- Principles and practices of governmental accounting and the regulations governing the reporting of municipal government financial activities.
- Principles and practices of accounting, internal auditing, and budgeting systems.
- Principles and practices of municipal budget preparation and administration.
- Pertinent Federal, State, and local taxation laws, codes, and regulations.
- Complex mathematical and accounting principles
- Highly skilled technical proficiency in the use of computers and Microsoft Office, including extensive experience creating and using Excel spreadsheets.

### **ABILITIES**

- Perform and supervise complex financial operations.
- Interact with the public, city employees, and other city officials in a positive, professional, and productive manner.
- Communicate clearly, concisely, and convincingly both orally and in writing.
- Work independently and manage multiple projects simultaneously with competing deadlines.
- Analyze problems and use independent judgment to identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply Federal, State, and local policies, laws, and regulations.
- Resolve conflicts between various parties in a professional and respectful manner.
- Proficient in the use of computers including Incode municipal services software and Microsoft Office, including extensive experience and proficiency using Excel spreadsheets.
- Provide outstanding customer satisfaction (internally and externally).

### **PHYSICAL DEMANDS**

- Sit or stand for prolonged periods answering phones, performing keyboarding, operating a computer, filing, copying, and doing other administrative work.
- Possess general manual dexterity using hands and fingers to operate computer, office machines, perform office functions, and reach items with hands and arms.
- Bend or stoop to retrieve files, lift books, or other materials weighing up to 30 pounds.
- Possess mental acuity for attention to accuracy and detail.
- See in the normal visual range with or without correction to operate vehicles and office equipment, read instructions and follow directions.

### **WORK ENVIRONMENT**

- Work in an office setting.
- Attendance may be required at City Council meetings, most of which occur after regular business hours.

- Attendance may be required at other meetings which could occur after regular business hours.
- Occasionally requires travel, including over-night stays for required training and conducting City business.
- May encounter occasional stressful situations.

**OTHER**

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.
- This job description is subject to change at any time.
- This is an at-will position without a definite duration or term of office.
- The City of West Lake Hills is committed to compliance with the Americans with Disabilities Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the City Secretary at (512) 327-3628.
- The City of West Lake Hills is an Equal Opportunity Employer.