

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Collections and Accounting Associate
DEPARTMENT: Financial Services
DIVISION: Tax & Collections Office
REPORTS TO: Director of Financial Services
FLSA STATUS: Non-Exempt

SUMMARY: The Collections and Accounting Associate is a classified position that has responsibility for various administrative and billing functions as described below.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide customer service including answering calls, emails, and assisting at window as necessary.
2. Document customer account activity and correspondence in billing system and customer files.
3. Post mail, in-person and online payments to customer accounts on a daily basis.
4. Balance/reconcile cash drawers as necessary and prepare deposits.
5. Managing utility accounts including account set-up, meter updates, and ownership changes.
6. Prepare property transfer forms and update customer accounts accordingly.
7. Reviewing/stamping deeds as necessary.
8. Prepare final service billings.
9. Prepare tenant revision and release forms and update customer accounts accordingly.
10. Track Equivalent Residential Unit (ERUs) for customer accounts.
11. Maintain condo and subdivision book.
12. Prepare and post utility and tax adjustments for review by Tax & Collections Office Coordinator.
13. Track service turn-off and reconnection status.
14. Update warehouse inventory pricing worksheet & reconcile inventory purchases.
15. Prepare and enter various collections reports and invoices for payment.
16. Prepare journal entries for review by Assistant Director of Finance.
17. Enter general billing invoices as needed.
18. Enter manual meter readings.
19. Prepare lien filings and releases on past due accounts.
20. Have basic working knowledge of tax sale procedures.
21. Calculate/process tax sale redemptions as necessary.
22. Other duties may be assigned as necessary.

QUALIFICATIONS:

This position requires competency and detailed knowledge of general public and governmental accounting and bookkeeping concepts and practices. A thorough knowledge of accounting computer software and analytical skills are essential. Knowledge of Quick Books is preferred. Individual should possess strong interpersonal communication skills and be able to work well with co-workers and the public.

EDUCATION and/or EXPERIENCE:

- ❖ Two-year Associate Arts Degree is preferred.
- ❖ Three (3) to Five (5) years of business experience.
- ❖ Position requires sufficient skills and experience to independently carry out the required work tasks.

LANGUAGE SKILLS:

This position requires language skills sufficient to communicate effectively with supervisors, co-workers, public, and auditors. These skills include the ability to read and understand financial reports and documents. The ability to write and prepare routine correspondence is required.

MATHEMATICAL SKILLS:

This position requires the ability to work with mathematical concepts, apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Accounting and bookkeeping skills are needed to perform required functions.

REASONING ABILITY:

This position requires problem-solving abilities sufficient to complete financial duties. Included as part of the needed abilities are analyzing, calculating, reasoning, and interpreting data.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

In performing the duties of this position, it will be required to listen and communicate with supervisors and co-workers. This position requires the ability to sit for long periods of time. The required use of the computer and preparation of paperwork demands extensive use of hands and fingers.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment is inside an office building.