

POSITION: Senior Billing Coordinator
CODE: 2118
FLSA: Non-Exempt

DEPARTMENT: Finance Office
GRADE: 117N
DATE: 5/2016; Rev 12/2016

POSITION SUMMARY:

This position, under general supervision, creates and maintains billing systems for personal and real property taxes, benefit assessments and other miscellaneous billings; provides assistance with landfill and sewer billings; provides effective customer service; reconciles various reports; and performs all other responsibilities as assigned by the supervisor.

ESSENTIAL FUNCTIONS:

1. Maintains accounts and prepares billings on established schedule;
 2. Provides effective customer service with regard to billing and payment issues;
 3. Reconciles customer account activities;
 4. Answers questions via telephone, letter or email;
 5. Prepares and reconciles tax payment reports between the County and towns;
 6. Verifies assessment rates set forth by legislation; main point of contact for the state assessment office;
 7. Prepares and reconciles various Federal and State mandated financial reports;
 8. Updates property tax records for real and personal taxes; assists with Annual tax sale;
 9. Makes recommendations for changes in procedures and implements changes;
 10. Performs other duties as instructed and assigned.
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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. General knowledge of bookkeeping and accounting procedures;
 2. Knowledge of governmental billing and receivable procedures; knowledge of property taxes, and all credits and exemptions related to taxes.
 3. Ability to prepare and maintain files;
 4. Ability to prepare and reconcile reports;
 5. Ability to communicate effectively verbally and in writing;
 6. Excellent organizational skills;
 7. Attention to detail;
 8. Proficient in MS Office and accounting software including developing new reports as needed;
 9. 9-Key calculator and computer skills.
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EDUCATION AND EXPERIENCE:

1. Bachelor's Degree in Accounting or closely related field
 2. Two or more years experience in County billing processes;
 3. Computer skills, including spreadsheet applications.
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PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort. Work environment involves everyday risks of discomforts, which require normal safety precautions typical of such places as offices, meetings, and training rooms, e.g., use of safe work place practices with office equipment.

The above job description is not intended, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.