

ASSISTANT TRANSPORTATION/UTILITIES BUSINESS MANAGER

NATURE OF WORK

This is professional administrative and supervisory work with responsibility for assisting in the overall management of business office functions for the Transportation and Utilities Department.

Work involves responsibility for assisting the Transportation/Utilities Business Manager with primary responsibility for reviewing, coordinating, and supervising the accounting, customer service activities and billing, fiscal, and clerical operations for the entire department; determining the automated accounting and fiscal needs of the department and acting as a department liaison with data processing regarding the implementation and maintenance of automated accounting and fiscal systems; and developing and installing new and improved accounting and fiscal procedures in order that the operation runs more smoothly and efficiently. Work is performed with considerable independence as to operating details with general direction received from the Transportation/Utilities Business Manager. Supervision is exercised over a moderately large staff in the performance of a variety of interrelated functions in the Transportation and Utilities Business Office of the Transportation and Utilities Department.

EXAMPLES OF WORK PERFORMED

Reviews, coordinates and supervises the accounting and fiscal operations for the Transportation and Utilities Department in order to ensure a more efficient operation, elimination of duplication of efforts, and to ensure more timely reporting methods.

Coordination and supervision of the accounting, billing, collection, and meter reading for the Water Billing section of the Business Office.

Leads all activities and operations of the Impact Fee Ordinance including fee determination, exemptions, collections, and reporting.

Participates in the preparation and flow of funding projections for Transportation and Public Utilities; assists in the preparation of materials for rate increases in water and wastewater for task force and City Council presentation.

Analyzes and determines and revises automated accounting and fiscal reporting systems, including customer billing and collection, for the department and acts as a department liaison with data processing regarding the implementation and maintenance of automated and fiscal systems.

Supervises, develops and installs new and improved accounting and fiscal procedures in order that the operation runs more smoothly and efficiently.

Collaborates directly with Certified Public Accountants on annual audits of Transportation and Utilities records.

Conducts audits cash funds and subsidiary control ledgers; prepares various general and expense ledger journal entries; compiles information for various financial reports.

Assumes the responsibility of the Transportation/Utilities Business Manager may be exercised in the absence thereof.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the policies and procedures of customer relations specifically with respect to billing, collecting, and processing customer service requests.

Considerable knowledge of the principles, practices, and methods of manual and automated accounting systems.

Considerable knowledge of manual and automated data processing record maintenance procedures applicable to billing and collection activities.

Knowledge of modern office management practices and equipment.

Ability to audit accounts and accounting procedures and to verify them.

Ability to establish and maintain several types of accounting systems and to produce needed information and reports from such systems.

Ability to create, modify and improve manual and automated accounting and fiscal systems.

Ability to supervise and review the work of a large staff of professional, subprofessional and clerical staff.

Ability to establish and maintain effective working relationships with supervisors, subordinate personnel, and the general public.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in accounting, business or public administration, or related field; and four years of professional level supervisory experience in Transportation and Utilities business office; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.