



**THE CITY OF WOOSTER, OHIO IS NOW ACCEPTING APPLICATIONS FOR  
ACCOUNTANT – ACCOUNTS RECEIVABLE/UTILITY BILLING**

The Accountant Accounts Receivable position as a member of the finance team will ensure accurate processing, recording, maintenance, operation and continuous improvement of various City accounting/finance/reporting systems including, but not limited to, accounts receivable – utility billing.

**MINIMUM QUALIFICATIONS:** Qualified candidates must have a Bachelor’s degree from an accredited college/university in accounting or closely related field and a valid motor vehicle license issued by the State of Ohio. Must meet insurability guidelines. Candidates must have work experience using computers and knowledge of Microsoft Office Products. Previous work experience in utility billing or accounts receivable is preferred. Previous work experience with auditing is helpful. The primary work function will be accounts receivable and utility billing. Work experience in government accounting or finance is a plus. Qualified candidates will be able to resolve complex issues, be able to accurately enter data into multiple computer programs, have excellent customer service skills, have the ability to make decisions and use good judgment, and have excellent interpersonal and communication skills.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. Applications will be accepted until the position is filled. Applicants are required to complete an application for consideration. Applicants are also encouraged to include a resume with their application.

EQUAL OPPORTUNITY EMPLOYER  
F/M/H  
WOMEN AND MINORITIES ENCOURAGED

The City of Wooster  
Job Description  
An Equal Opportunity Employer

<b>JOB TITLE:</b>	Accountant II - AR	<b>CLASSIFICATION:</b>	Unclassified
<b>DIVISION:</b>	Finance	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Finance	<b>PAY SCHEDULE:</b>	SC&A
<b>POSITION CONTROL:</b>		<b>PAY GRADE:</b>	7
<b>REPORTS TO:</b>	Finance Manager AR	<b>MINIMUM RANGE:</b>	\$ 52,741
<b>SUPERVISES:</b>	n/a	<b>MAXIMUM RANGE:</b>	\$ 81,092

**Job Summary**

The Accountant II – Accounts Receivable as a member of the finance team will ensure accurate processing, recording, maintenance, operation and continuous improvement of various City accounting/finance/reporting systems including but not limited to utility billing.

**Essential Job Functions and their Measure**

1. Responsible for the maintenance and operation of various City accounting/reporting/finance systems involving utility billing
  - a. Responsible for preparing monthly utility billing accurately and within appropriate deadlines
  - b. Coordinates service disconnects with all appropriate parties
  - c. Responsible for overseeing the project of meter repair and replacement within the City
  - d. Maintains accuracy of data in billing and meter reading systems
  - e. Responsible for timely researching and correcting any discrepancies with billing data and meter reading systems
  - f. Responds to the public regarding utility transactions including by not limited to inquires, complaints, billings, meter readings and collections
  - g. Process accounts receivable transactions accurately and timely while researching and correcting any discrepancies and making reconciliations
  - h. Coordinates the daily workload of the account clerks in the department to ensure even distribution of duties
  - i. Audit financial systems/transactions for accuracy
  - j. Post cost and audit reports in accordance with city, state and federal government and management requirements
  - k. Audit financial responsibilities of various City Divisions and Departments
  - l. Primary point of escalation for customer service issues
  - m. Enters data into multiple database systems accurately and timely
  - n. Responsible for the placement and collection of special assessments with Wayne County for special projects
  - o. Perform other such duties as assigned
2. Demonstrates the ability to provide excellent customer service to all customers
  - a. Returns phone calls to customers within a reasonable timeframe
  - b. Responds to internal and external customers in a professional and courteous manner
  - c. Diffuses upset customers by speaking calmly and providing appropriate explanations to resolve issues
  - d. Demonstrates the ability to establish and maintain effective working relationships with co-workers, supervisor, department heads, city officials, and the public
  - e. Maintains confidentiality of all records and information
3. Responsible for effective verbal, written and electronic communication
  - a. Communicates status of projects/work load to Deputy Director of Finance
  - b. Document and maintain accurate and up to date procedures for various financial systems
  - c. Responsible for completing all records and reports as required
  - d. Writes legibly, maintains accurate information, and uses proper spelling, grammar
  - e. Communicates information effectively, accurately and timely