

**POSITION TITLE:** Accounting Technician II (Collections)

**ORGANIZATIONAL UNIT:** Finance

**IMMEDIATE SUPERVISOR:** Finance Director

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**I. General Description:**

Perform the less routine and more complex duties within the Finance Department. Much of the financial records are automated; so the position requires the ability to input and extract data and produce reports, and to process data using Microsoft spreadsheet and word processing software programs. Incumbents are expected to use judgment to solve most problems with minimal assistance. Adequate performance at this level requires a basic knowledge of available collection techniques and general city accounting procedures.

**II. Essential Job Duties:**

1. Stay informed about the City's Accounts Receivable including type and amount of debt owed to the City. Maintain an awareness of trends in City's receivables and collections and report trends regularly to the Finance Director. Maintain all systems of debt collection for the City.
2. Maintain a list of problem debtors with emphasis on dollar level of debt and considering aggravating factors. Report to Finance Director at regular intervals.
3. Use every reasonable means and opportunity to remind debtors of their obligations to the City and possible consequences of failure to pay.
4. Keep informed of collections options including Small Claims, Liens, Warrants of Distrain, payment agreements, civil suits and other legal remedies. File claims in small claims court and work with legal assistance when necessary. Send claims to collection agency when all other avenues have been exhausted.
5. Understand and obey Research questions and/or errors regarding the status of accounts receivable such as duplicate billings, overpayments, etc.
6. In cooperation with City Clerk, monitor compliance with sales tax ordinance, maintain records of delinquencies, audits and non-filers, and send notices of estimates when necessary.
7. Coordinate with the City Clerk to file tax liens and foreclosures on real and personal property taxes.
8. Maintain delinquent list concerning denial of City services, and utility disconnects.

9. Provide administration with monthly status report on delinquent accounts, sales tax issues, and seek direction when necessary.
10. Coordinate with DMV and Corrections Supervisor for collection of Title 47 fees. Coordinate with the State of Alaska Court System for collection of citations.
11. Utilize Assignment of Rights forms which allows taxpayers and/or customers to pay their City account out of their Permanent Fund Dividend (direct payment form the State Department of Revenue).
12. Arrange payment agreements, monitor progress of payments, and make additional follow-up contacts as needed.
13. Provide City attorney with documents necessary for lawsuits, collection of debts, copies of resolutions, ordinances, etc.

### **III. Knowledge, Skills, and Abilities:**

Knowledge of general accounting terminology and practices.

Knowledge of generally accepted collection procedures and practices.

Knowledge of principles and practices of municipal record keeping and the Dillingham Municipal Code.

Knowledge of Microsoft spreadsheet and word processing software.

Ability to work independently exercising sound judgment.

Effectively work with public in responding to inquiries and collection efforts.

Ability to identify and correct errors regarding accounts receivable.

Identify problem areas of accounts receivable and collection areas.

Ability to reconcile accounts receivable to the general ledger, prepare correspondence as required to inform and elicit timely payment of all accounts receivable.

Establish and maintain effective working relationships.

### **IV. Education and Experience:**

#### Education

High school diploma or GED required. One year advanced education beyond high school in accounting or collections may be substituted for one year work experience.

Experience:

Minimum four years progressive work experience in collections, accounts receivable, or financial reporting, preferred.

**V. Supervisory Responsibility:**

None.

**VI. Scope of Employment:**

Regular, full-time.

**VII. Salary:**

Beginning:	Level III, Step 1	\$15.90
Maximum:	Level III, Step 10	\$21.57

**VIII. Benefits:**

See attached.

**IX. Acknowledgment:**

I understand the duties of my position as contained in this job description.

Employee: \_\_\_\_\_ Date \_\_\_\_\_

This job description is accurate and has been reviewed by the above employee.

Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

## **Revision History**

July 2006	Revised scope of employment from full-time to part-time.
May 2007	Revised scope of employment from part-time to full-time.