



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ACCOUNTS RECEIVABLE ADMINISTRATOR

Group-Section: Office of the Chief Financial Officer – Controller Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 053 Job #: Z69
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JOB SUMMARY

The Accounts Receivable Administrator is responsible for supervising the daily accounts receivable and cash activities to ensure accurate and timely billing and collection of all invoices issued by the District as well as the timely application of cash receipts.

OVERSIGHT

Oversight Received: Receives direction from a Team, Unit, or Section Manager, the Controller or Assistant General Manager/Chief Financial Officer.

Oversight Given: Supervises a staff of paraprofessionals and administrative support.

JOB DUTIES

1. Supervises the daily accounts receivable activities to ensure that all Member Agencies, Lessees, and other contracting parties receive accurate and timely invoices and such invoices are collected timely.
2. Oversees the daily cash activities to ensure that all payments received are correctly applied to the appropriate invoices/accounts/projects and monitor cash and bond funds for compliance and proper funding source.
3. Reviews aging reports to monitor the status of all past due invoices; ensures all second and third requests are sent out timely. Maintains routine communication and work with other MWD Groups/Sections/Units/Teams to handle billing inquiries and collection issues.
4. Oversees and reviews monthly journals and reconciliations related to accounts receivables, daily cash activities, fund transfers and investments to ensure accurate reporting of transactions.
5. Manages the annual unrepresented checks and unclaimed monies process and related accounting; ensures monthly bank reconciliation are completed and reviewed timely.
6. Plans and directs accounts receivable related system upgrades within ERP system; facilitates any future testing, integration, and use of application toward automation of manual invoices.

7. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; reviews work for thoroughness, adherence to policies and procedures, quality standards and accuracy of results; reviews and approves time, reimbursement requests and purchases.
8. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: A high school diploma or certificate of high school equivalency and fourteen years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or an associate's degree from an accredited college or university and ten years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or a bachelor's degree from an accredited college or university and eight years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible, relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

Required Knowledge of: Basic accounting and accounts receivable processes; and supervisory methods and techniques to direct, lead, mentor, coach, motivate, evaluate, and reward employees.

Required Skills and Abilities to: Analyze and evaluate data for use in analyses; organize, evaluate and present information effectively; interpret laws, rules, and regulations relative to the team; organize and coordinate the work of others; communicate openly and effectively both orally and in writing; manage projects and resources; and empower and support staff.

CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS

Certificates

None

Licenses

- Valid California Class C Driver License that allows you to drive in the course of your employment

Registrations

None

DESIRABLE QUALIFICATIONS

A Certified Public Accountant license issued by the California Board of Accountancy.

Job Title: Accounts Receivable Administrator

Job Code: Z69

Effective: 07/01/20

Adopted: 10/01/20

Revised:

Supersedes:

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PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

Vision Requirements: No special vision requirements.