



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ACCOUNTS RECEIVABLE TEAM MANAGER

Group-Section: Office of the Chief Financial Officer – Controller Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 059 Job #: TM086
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JOB SUMMARY

The Accounts Receivable (AR) Team Manager is responsible for the overall management of accounts receivable staff and quality assurance of the data in Oracle Receivables and billing functions of Oracle Project Accounting and Grants Management systems. This includes managing the daily accounts receivable, cash and investment 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 Unit, Section, the Controller, Group Manager or Assistant General Manager/Chief Financial Officer.

Oversight Given: Manages and supervises a staff of professionals, and paraprofessionals.

JOB DUTIES – General

1. Supervises staff including directing, assigning, and monitoring work, coaching, mentoring, addressing personnel issues, providing motivation, discipline, and guidance; determines Team and/or project priorities and aligns work load with available resources; reviews work for thoroughness, adherence to applicable standards, policy, and accuracy; ensures the team provides reliable service to customers; and monitors projects and staff to ensure compliance with regulatory requirements, and adherence to safe work practices and policies.
2. Assesses staff performance and competencies, and completes employee performance evaluations; develops and trains employees in applicable techniques and methodologies; partners with HR to administer and track training plans for skills and professional development, and enhancement of the team's members; provides cross-training opportunities as appropriate, and develops team succession plans; ensures staff completion of mandatory and recommended training including regulatory compliance and safety training. Takes an active role in developing a safe work environment and promoting the safety of self and others by implementing safety training, monitoring employee adherence, and promptly evaluating and implementing safety recommendations.
3. Provides general administration of the team including establishing and tracking organizational goals and objectives; determines and implements strategic priorities; provides input regarding policies and procedures; development of team vision, standards for customer support, service plans and priorities; develops and approves team, project, and work schedules and leave requests, and analyzes and reviews team activities and prepares various reports; reviews and approves time, reimbursement requests, and purchases.
4. Develops and monitors team, project, and equipment budgets to ensure the most efficient use of resources; prepares cost estimates and oversees the requisitioning of materials, equipment, and supplies necessary to meet organization goals and objectives; assures adequate supply of

inventories; assures adherence to established guidelines and accurate and timely reporting and accounting, and tracking and control of budgetary information; evaluates resource needs and prepares staffing, equipment, and consulting requests; prepares, reviews and/or approves purchases, purchase and vendor service requisitions, and contract documents.

5. Meets with internal and external customers to coordinate work on projects and initiatives; initiates and supervises staff activities; collaborates with other managers and staff to ensure reliable, cost-effective, and safe operations; provides accurate, timely and thorough communication to other members of the management team on issues relating to team responsibilities, standards, and compliance.

Job Duties – Specific to this Position

1. Manages accounts receivable staff ensuring policies and procedures are implemented to maintain data integrity in systems such as Oracle Receivables and billing/invoicing function in Oracle Project Accounting and Grants Management (PAGM).
2. 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.
3. Oversees the daily cash activities to ensure that all payments received are correctly applied to the appropriate invoices/accounts/projects and monitor all District funds and bond funds for compliance and proper funding source.
4. 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.
5. Oversees and reviews monthly journals; and reconciliations related to accounts receivables, daily cash activities, fund transfers and investments to ensure accurate reporting of transactions.
6. Manages the annual Readiness-to-Serve calculation reconciliation and the related billing to Member Agencies in the Water Billing Information System (WINS).
7. Oversees proper AR billing set up for reimbursable and billable projects within PAGM and WINS.
8. Manages the annual unrepresented checks and unclaimed monies process and related accounting; ensures monthly bank reconciliation are completed and reviewed timely.
9. 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.
10. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Job Title: Accounts Receivable Team Manager

Job Code: TM086

Adopted: 10/01/20

Effective: 06/25/23

Revised: 08/11/23

Supersedes: 07/01/20

Education and Experience: A bachelor's degree from an accredited college or university in finance, accounting, business or related field 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 in finance, accounting, business or related field 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; and team building

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

- A Valid California Class C Driver License that allows driving during the course of employment

Registrations

None

DESIRABLE QUALIFICATIONS

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

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.

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