King County

SUPERVISOR, ACCOUNTS RECEIVABLE / COLLECTION ENFORCEMENT

FINANCE/ACCOUNTING SUPERVISOR

DEPARTMENT OF EXECUTIVE SERVICES/FINANCE AND BUSINESS OPERATIONS DIVISION
FINANCIAL MANAGEMENT SECTION
Annual Salary Range: $68,212 - $86,462
Job Announcement No.: 04LW4697
Open: 11/8/04 Close: 12/8/04

WHO MAY APPLY: This position is a career service position open to all qualified candidates. Preference will be given to qualified King County career service employees.
WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attention: Jemima deVera, M.S. EXC-ES-0720, Exchange Building, 7th Floor, 821 Second Ave, Seattle, WA 98104-1598. Fax 206-684-2186.** Email applications are encouraged at **HR.FBOD@metrokc.gov.** Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) ***PLEASE NOTE:*** Applications not received at the location specified above and those that are not complete may not be processed**.**

FORMS AND MATERIALS REQUIRED: A King County application form and data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at: http://www.metrokc.gov/ohrm/jobs/JobApplications.htm.

WORK LOCATION: King County Administration Building, 500 4th Ave, Room 653, Seattle WA 98104.

WORK SCHEDULE: This position is exempt from the provisions of the Fair Labor Standards Act, and therefore is not overtime eligible. This position is paid on a bi-weekly schedule, every other Thursday, comprising a 40-hour workweek; normally Monday through Friday, 8:00 a.m – 5:00 p.m. Some long hours and weekend work required.

PRIMARY JOB DUTIES INCLUDE: The primary function of this position is to supervise and direct the countywide accounts receivable and collection enforcement operations within the Financial Management Section (FMS) or the Finance and Business Operations Division of the Department of Executive Services. Specific duties include:

- Provide direct oversight of the accounts receivable/collection enforcement countywide functions including day-to-day planning, direction and coordination and the unit's annual programs and objectives.
- Work with management to identify problem areas, facilitate changes, and implement procedures and processes.
- Assist agencies, staff and department management in the analysis, research and resolution of complex accounting and financial issues and problems related to the accounts receivable and collection enforcement unit operations.

- Oversee the computerized processing, maintenance, reporting and analysis of complex financial records through the related countywide accounts receivable and billing systems, and their interfaces with the County's general ledger financial systems.
- Propose and assist with the development of enhancements and changes to these systems and participate in countywide financial system development efforts.
- Supervise and provide direction to approximately 10+ professional and paraprofessional staff in the accounts receivable/collection enforcement unit.
- Evaluate staffing arrangements, staffing levels and work assignments; set performance standards and evaluate performance; participate in new employee application review, screening, and interview process; and provide training to staff.
- Identify and assess projects/programs and financial requirements necessary to carry out the countywide accounts receivable and collection enforcement management functions.
- Participate in developing strategic planning and project/program implementation efforts.
- Participate in the development, maintenance, and monitoring of annual workplans for the unit that maximize operational efficiencies, safeguard assets, assure adequate internal controls, measure performance, and promote adherence to established policies and procedures.
- Assist in the development and direct the implementation of countywide financial and related administrative policies and procedures in compliance with State law and administrative rules, County code and ordinances, federal rules and regulations, generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS) as they apply to governmental entities.
- Assist in the preparation of the section budget, and the analysis and development of methodologies for determining rates to be charged to other county agencies by the division's internal service fund.
- Monitor the billing and collection of revenues.
- Work with management to develop and use data collection processes and monitor agreed upon performance measures for services provided.
- Interact with internal and external auditors and participate in auditing projects; provide information and access to accounting records including analyses of the account balances and allowance levels; develop and provide responses to audit recommendations.
- Develop and issue related requests for proposals (RFP's) and coordinate their evaluation and the contract offer and negotiation process.

QUALIFICATIONS:

- A bachelor's degree in Business Administration or a related field; or the equivalent in experience and education to include a minimum of eight (8) years increasingly responsible financial management experience with at least four (4) years supervisory experience.
- Extensive knowledge of the principles, concepts and practices of financial administration.
- Extensive knowledge of supervisory skills and techniques.
- Working knowledge of and demonstrated ability to interpret and use generally accepted accounting principles (GAAP) and financial reporting standards preferably as they relate to governmental entities; and Federal, State and local laws, regulations and ordinances applicable to the financial administration of county operations, in general, and billing and collection activities, in particular.
- Knowledge of auditing standards and internal control techniques.

- Understanding of basic budgeting techniques and principles and the County budget process and related policies and ordinances.
- Considerable knowledge of and experience with complex financial systems and data processing applications and procedures as they apply to centralized accounting and financial functions and systems.
- Demonstrated ability to research, analyze and interpret complex financial and accounting information to resolve problems/issues and to prepare appropriate statements and reports.
- Ability to interpret instructions, organizational objectives, administrative directives and County policies and to use professional judgment in applying them to work situations.
- Ability to perform assignments with only broad instructions or general guidance and to take the initiative to complete necessary tasks or improvements and meet deadlines.
- Demonstrated ability to establish and maintain effective working relationships with financial and administrative managers in County departments and agencies, internal and external performance and financial/compliance auditors, other local government and special district personnel, customers, outside contractors, and the general public.
- Ability to work with, understand and assist many agencies and organizations with unique and diverse characteristics and needs.
- Ability to plan, design and manage multiple projects/assignments simultaneously.
- Ability to develop detailed work programs, control procedures, and coordinate overall project implementation.
- Ability to effectively manage change, motivate and lead unit staff in a continuous change environment.
- Proficiency in the use of personal computers; Excel, MS Word for Windows, E-mail and the Internet.
- Skill in communicating effectively, orally and in writing.

DESIRABLE QUALIFICATIONS: Include CPA certification and advanced degree course work; at least three (3) years experience in an accounts receivable billing and collection enforcement environment.

SELECTION PROCESS:
The most competitive candidates will be invited to participate in the interview process.

UNION MEMBERSHIP: This position is not represented.

CLASS CODE: 2110400