

ASSISTANT CREDIT MANAGER

Code No. 3-01-087
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position at the Monroe County Water Authority is responsible for the collection of all delinquent water revenues. Work involves the analysis and reporting of all accounts receivable and delinquent account activity. The employee reports directly to and works under general supervision from, the Utility Services Administrator. General supervision is exercised over a small clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Implements water customer payments and collections in accordance with applicable rules and regulations;

Issues orders for service discontinuance;

Sets up credit arrangements with delinquent customers, when necessary;

Supervises and trains personnel for collection activity;

Orders the discontinuance and restoration of service;

Prepares various collection reports and analyses as required;

Acts as liaison with credit reporting agencies and lawyers in relation to the collection process.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of credit and collection procedures; good knowledge business math; ability to supervise and plan the activities of others; analytical ability; ability to prepare collection reports; ability to establish and maintain effective professional relationships; integrity; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS,

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years full-time paid or its part-time equivalent experience in billing, credit or collection work in a public or private agency or institution; OR,

(B) Five (5) years of full-time paid or its part-time equivalent experience as described in (A) above; OR,

(C) Any equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: May 12, 1988
REVISED: January 8, 2009
REVISED: January 26, 2010

ADDITIONAL INFORMATION: Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.