



251117 Job Description: Accounts Payable and Utility Billing Supervisor

Job Type: Full-Time	Salary: (DOQ)
Min Experience: 4 Years	Min Education: Associate degree
Required Travel: 0-10%	Salary – Type: Annual Salary (DOQ)
Job Function: Finance/Purchasing	

Job Summary: The Administrative, Accounts Payable, and Utility Billing Supervisor performs highly responsible administrative, financial, and customer service duties related to utility billing, accounts payable, and general city administration. This position oversees day-to-day operations of the City's billing systems, ensures accurate vendor payments and financial documentation, and provides supervisory support to front-desk and clerical personnel. The role is essential to maintaining accurate fiscal records, promoting efficiency in city operations, and upholding the City's core values of Integrity, Leadership, Accountability, Quality of Service, and Innovation.

Principal Duties and Responsibilities: This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

- Processes vendor invoices, purchase orders, and payments in accordance with city policies
- Verifies accuracy, coding, and proper authorization for all disbursements
- Reconciles accounts payable records with general ledger accounts
- Prepares weekly or bi-weekly check runs and maintains supporting documentation
- Coordinates with department heads to resolve invoice or payment discrepancies
- Assists in the preparation of monthly and annual financial reports and audit documentation
- Supervises and performs billing activities for water, waste, and sanitation
- Reviews meter readings, billing adjustments, and delinquent account procedures
- Ensures accuracy in billing cycles, rate structures, and customer account management
- Oversees customer deposits, service requests, and disconnections/reconnections
- Balances daily cash receipts and reconcile payments to the City's account system
- Coordinates with Public Works for service orders, meter changes, and utility maintenance requests
- Provides leadership, training, and evaluation of administrative and utility billing staff
- Ensures compliance with city financial policies, purchasing procedures, and internal controls
- Prepares correspondence, reports, and summaries for management or City Council

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- Assists in developing and updating department procedures, forms, and workflow systems
- Provides coverage for front-desk operations and assists with customer service as needed
- Responds to inquiries regarding billing, payments, and city services professionally and accurately
- Works with residents to resolve account concerns or disputes
- Communicates payment arrangements, disconnection notices, and adjustments in compliance with city policies
- Assists in maintaining an atmosphere of transparency and respect in public interactions
- Maintains accurate and organized financial, vendor, and customer account records
- Assists with annual budget preparation, audits, and financial planning
- Compiles data and generates reports for management review and council meetings
- Ensures all records comply with state retention laws and open records requirements

Physical and Environmental Conditions: Work performed primarily in an office environment. Frequent interaction with the public, contractors, and city staff. May require extended hours during budget preparation, audits, or billing deadlines. May occasionally lift or move objects up to 25 pounds.

The City of Kirby is an Equal Opportunity Employer of Qualified Individuals. A City of Kirby application is required. Resumes are considered additional information, and accepted with a completed City application.

Required Knowledge, Skills and Abilities:

- Knowledge of municipal accounting, purchasing, and utility billing principles
- Familiarity with Texas Local Government Code and financial procedures
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook) and accounting software (e.g., Incode, Tyler, or comparable systems)
- Excellent organizational and recordkeeping skills with attention to detail
- Strong communication and interpersonal skills for dealing with staff, vendors, and residents
- Ability to supervise staff and delegate tasks effectively
- Ability to maintain confidentiality and exercise discretion in handling sensitive information
- Strong time management skills with ability to meet deadlines in a fast-paced environment

Machines, Tools, Equipment and Work Aids:

- Computers and related software
- Workstations
- Printer
- Copier
- Scanner

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- Accounting systems (e.g., Incode, Tyler, or comparable systems)

Education, Certifications and Experience Required:

- Associate degree in Accounting, Business Administration, Finance, or related field required; Bachelor's degree preferred
- Minimum of four (4) years of progressively responsible experience in accounts payable, utility billing, or municipal finance
- Two (2) years of supervisory experience preferred
- Experience in a small municipal government or public sector environment highly preferred
- Valid Texas Class C Driver's License required
- Certification in Governmental Accounting or Finance preferred (or ability to obtain within 18 months)

DISASTER SERVICE WORKERS CLAUSE

In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, designated employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from normal work assignments and may continue through the recovery phase of the emergency.

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