

EMPLOYMENT OPPORTUNITY
BILLING AND COLLECTIONS SUPERVISOR

The position is full time and includes health insurance through the State Health Benefits Plan and pension eligibility through the State of New Jersey.

Position Description: The billing and collections supervisor is responsible for managing the billing and collection of over 22,000 sewer accounts, as well as supervising the billing and collections staff. The billing and collections supervisor reports to the Chief Financial Officer.

Duties include but are not limited to:

- Oversee and manage the billing and collections staff.
- Obtain a thorough knowledge of billing and collections procedures and software (currently Edmunds).
- Review daily reports, including exception reports.
- Collaborate with the Chief Financial Officer to ensure proper accounting of all revenues and cash receipts.
- Review and post billing adjustments, as necessary.
- Review, investigate and post credit adjustments, as necessary.
- Review and manage customer agreements.
- Oversee the monthly processing of interest accruals.
- Oversee the quarterly process of sewer billing.
- Manage the Authority's participation in tax sales with its constituent municipalities.
- Assist the Authority Collection Counsel with collection related issues.
- In the absence of other employees, respond to and assist customers with the status of their sewer account.

Skills and Abilities: The billing and collections supervisor must be able to follow procedures, plan, organize and develop all billing and collection activities, both orally and in writing, and be able to prepare clear, sound and accurate informative reports.

Education and Experience: Candidate must possess a Bachelor's degree from an accredited college or university in accounting or similar field. Candidate must have a minimum of 10 years' experience in the private or public sector in a comparable position. Knowledge of procedures related to the tax sale process in the State of New Jersey is preferable.

Salary: Commensurate with experience.

If you are interested in applying for the position, please forward your resume to lkish@nhudsonsa.com.