



## JOB DESCRIPTION

<b>Department</b>	Finance Department
<b>Location</b>	Village Hall, 9915 39 <sup>th</sup> Avenue, Pleasant Prairie, WI 53158
<b>Job Title</b>	Finance & Billing Analyst
<b>Classification</b>	Full-time / Exempt
<b>Pay Range</b>	\$48,000.00 - \$60,000.00/annually (E)

### Job Summary

The Finance & Billing Analyst position is a professional and technical position within the Finance Department of the Village of Pleasant Prairie. Under the general supervision of the Accounting Supervisor, the primary responsibility of this position is to perform billing and accounting functions in accordance with acceptable accounting and cost reimbursement principles relating to Village operations, assist with payroll processing and reporting, and providing analytical support for the Finance Department. This position is typically scheduled Monday – Friday, 7:30 a.m. – 4:30 p.m.

### Essential Job Functions

- Issues monthly utility bills and invoices to residents, developers, and other customers.
- Prepares, and/or assists, in the preparation of various financial reports, forecasts, or schedules for public information.
- Prepares, and/or assists, in the preparation and filing of monthly billing reports and statements.
- Conducts invoice analyses, variance research, and reviews the tax roll for delinquent utility bills.
- Creates and processes journal entries and supports the preparation of audit schedules and reports for monthly and annual review.
- Coordinates with outside billing and collection agencies and supports the implementation of any rate changes.
- Manages customer account maintenance including, but not limited to, creating or updating accounts, providing final utility statements, following up on outstanding payments, processing refunds, and promptly answering or resolving customer queries or issues.
- Accepts and processes payments received in-person, mail, or through on-line billing portal (Invoice Cloud) and conducts payment reversals, as needed.
- Assists with bi-weekly payroll processing and the annual preparation, issuance, and filing of W-2's forms for employees and IRS.
- Assists in software implementation and various operational projects within the Finance Department.
- Supports internal control processes to ensure compliance with statutory regulations and Village of Pleasant Prairie accounting policies.
- On an as-needed basis, may assist customers at the finance counter, reconcile cash drawers, and operate on-line cash receipting system for property taxes and special assessments, municipal court, and other in-person pay handling.
- Maintains a high level of confidentiality and adheres to all Village and Finance Department rules, regulations, policies, standard operating procedures, and guidelines.
- Performs other duties and special assignments as directed within the scope of the Finance Department.

### Physical Requirements

- Requires frequent public interaction and the ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent operation of a computer, phone, copier, and other office equipment.
- Work is primarily sedentary and performed in an indoor office environment with low to moderate noise levels.

### Requirements - educational, certifications and experience

- Bachelor's degree in Accounting, Finance, or Business administration or the equivalent combination of education, training, or work experience that provides the required knowledge, skills, and abilities.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook).
- Familiar with accrual accounting procedures and methodology and experience related to the preparation of account reconciliations preferred.
- Excellent writing, data handling, attention to detail, and analytical skills required.
- Ability to multi-task, organize work, and manage work schedules and deadlines effectively.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, and the general public.

I have read and understand the job duties and physical requirements of this position.

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Signature (employee)

\_\_\_\_\_  
Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

Rev. 8/2023