



BRODHEAD CREEK REGIONAL AUTHORITY

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The Brodhead Creek Regional Authority (BCRA) is accepting applications for the position of A/R Senior Analyst.

The BCRA is a Water and Waste Water Authority headquartered in Stroud Township, Monroe County Pennsylvania.

The successful candidate will have a Bachelor's or Associate's degree in Accounting/Finance and/or equivalent accounting experience. Must possess strong general accounting skills and the ability to learn the Authority's billing system and processes; a positive, team-oriented attitude; excellent written/verbal communication skills; ability to work in a fast paced, professional environment; focus and attention to detail. Candidates must have the ability to create a strong sense of teamwork and cooperation throughout the organization. Must be able to maintain professionalism and be courteous at all times when working with internal and external customers. Position requires advanced computer skills and proficiency in Microsoft Office applications.

The position offers a comprehensive benefit package and a defined benefit retirement plan. The Brodhead Creek Regional Authority is an EOE. Interested applicants should contact the Human Resource Department and speak with Randi Alejandro at (570) 421-3232 or send resume to ralejandro@bcrawler.com. Resumes and applications will be accepted through March 15, 2019.

Classification: Non-Exempt

Position Title: A/R Senior Analyst

Reports to: Finance Manager, HR/Office Manager, and Authority Manager

Date: February 2019

POSITION SUMMARY:

The A/R Senior Analyst will perform all functions of the organization's billing, collect revenue and complete collection process. This position will work with departments in a cooperative, team focused manner in order to maintain efficient, accurate and detailed records for billing.

ESSENTIAL FUNCTIONS:

- Daily customer service by phone and in-person, including resolution of customer issues
- Work with all departments as required to coordinate customer service
- Set up new customers and update computer billing system with changes in customer information
- Process customer payments
- Work with meter reading system in order to process readings
- Process billing, including, but not limited to: monthly and quarterly accounts; hydrant and sprinkler accounts; and monthly CSO billing to member municipalities
- Prepare calculations and transfer revenue to A/P department
- Prepare and follow through with collections, with assistance from HR/Office Manager as needed

- Calculate any necessary adjustments or changes
- Prepare and verify all necessary reporting for the Authority's annual audit
- Prepare year-end reports including, but not limited to: water usage totals; usage for bulk haulers and hydrant meter; new customer connections; and breakdown of customers by type and municipality
- Calculate EBUs and EDUs for upcoming year and bill customers for additional EDUs
- Work with member municipalities to provide audit assistance, as necessary

OTHER FUNCTIONS:

- Prepare Sheriff Sales
- Assist in lien process by providing updated information to HR/Office Manager
- Process final bill requests
- Prepare and process work orders

QUALIFICATIONS:

- The ability to learn policies and procedures of the company
- A positive attitude and the ability to utilize a "team" approach with other employees
- The ability to maintain professionalism and be courteous at all times with internal and external customers
- Proficiency in Microsoft Office applications
- Strong typing and data entry skills
- Strong written and verbal communication skills
- Excellent organizational skills
- Ability to maintain a high degree of accuracy with strong attention to detail
- Knowledge of billing and collections
- Skilled in operation of multi-line phone system, calculators and computers
- Ability to maintain accurate financial records, reports and general accounting principles
- The ability to process a large volume of fiscal transactions rapidly and accurately
- Must possess a valid Pennsylvania driver's license
- Must pass a background check and drug and alcohol screening
- Must be able to be bonded

PHYSICAL DEMANDS:

This position is primarily a sedentary position with long periods of sitting at a desk and computer. The employee will use hands to handle, feel or operate objects and tools and will reach with hands and arms. The employee frequently is required to stand, talk, hear and occasionally walk. Vision abilities include close, distance and color vision, depth perception and the ability to adjust focus. May be required to lift or move objects up to twenty (20) pounds or greater with assistance.

EDUCATION AND EXPERIENCE

Accounting/Finance Undergraduate or Associates degree and/or equivalent accounting experience.

WORKING CONDITIONS:

- Work hours are currently 8:30 a.m. – 5:00 p.m. unless otherwise directed.
- The work schedule may on occasion include working overtime, with paid compensation. During peak billing periods the office environment will be very fast paced.
- Thirty (30) minutes for lunch
- No smoking is permitted in Authority buildings, vehicles or on worksites. Smoking is permitted during lunch and break times outdoors.
- This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Brodhead Creek Regional Authority Employee Manual.