

Utility Coordinator

Finance Department

Rev. Date: August 18, 2025

Pay Grade: 120

FLSA Status: Non-Exempt

KPERS Status: KPERS Covered Position

Supervisor: Utility Billing Manager

Direct Reports: None



ESSENTIAL FUNCTIONS:

60% Budget and Financial Support

- Responsible for accounting functions of El Paso Water Co. to include: preparing invoices; billing; banking; reconciling accounts; adjusting accounts; meter readings and service orders, and compiling monthly and annual statements of profit and loss.
- Manage delinquent utility accounts and certify delinquent accounts to the appropriate collection agency.
- Maintain the stormwater billing database including semi-annual billing and assist with the assessment of delinquent sewer/stormwater accounts.
- Monitor tax exempt and bankruptcy utility accounts.
- Prepare and file monthly sales tax reports.
- Assist with monitoring daily transactions and interface with the general ledger system
- Administer El Paso Water Company customer connection and disconnections processes.
- Compute, classify and record numerical data for monthly financial records.
- Compile required information for year-end audit and the CAFR (Comprehensive Annual Financial Report).
- Prepare utility billing for City of Derby and El Paso Water Company.
- Prepare billing and statistical information for fire hydrants and sewer usage and AWC calculation.
- Conduct research for special projects, gather data, and provide information to appropriate personnel.
- Compile statistical information, monthly and annual statements of profit and loss, and reports to be provided at board meetings.
- Report monthly operational and financial statistics of the water system in conjunction with the Assistant Director of Public Works-Utilities.

30% Receptionist Duties

- Greet customers and provide assistance as needed.
- Communicate messages or issues to appropriate department employees.
- Serve as a backup answering water phone lines, set-up services and process customer payments.

10% Administrative Support

- File and maintain City and El Paso Water Company correspondence, files and reports in an orderly manner.
- Assist in training new and existing employees in water accounting functions as needed.
- Assist in coordinating and maintaining procedure manuals for El Paso Water Company.
- Monitor water usage through water software and coordinate internal water usage and reports with Utility staff.
- Guide the public through the requirements of the respective department processes and programs.
- Copy, organize, and disseminate information to appropriate recipients.
- Perform clerical tasks, including typing or preparing reports, correspondence, and other documents.

Continually looks for new and improved ways of completing the above functions. Other tasks as assigned will be performed in order to address business needs.

POSITION REQUIREMENTS

Latitude: Most duties are assigned and then employee arranges tasks in order to complete duties. Most problem-solving is accomplished in conjunction with supervisor. Some decisions not affecting other departments may be made independently in accordance with city policy. All purchase requests should be approved by supervisor. Regular and reliable attendance at work is required.

Interaction: Frequent face-to-face interaction with employees throughout the organization and general public.

Qualifications:

- High School Diploma or equivalent, required.
- College degree, preferred.
- Two years prior utility billing experience, required.
- Three years related office support experience, required.
- Kansas identification card or valid Kansas driver's license required.

Knowledge, Skills, and Abilities:

- Knowledge of computers, spreadsheet and database software, business correspondence, filing, typing, organizational skills, and municipal procedures.
- Knowledge of business correspondence, filing, typing, organizational skills, and clerical procedures.
- Ability to operate office related equipment.

- Ability to collect data and research projects.
- Ability to access, input, process, and retrieve information from the computer.
- Ability to meet and deal tactfully with the general public and to communicate effectively and clearly, both orally and in writing.

Physical Requirements/Environmental Conditions: Office environment. Occasional carrying, lifting, moving, or pushing of 30 pounds. Occasional bending, squatting, and twisting. Frequent use of manual dexterity and visualization of a computer screen throughout the day. Occasional compensatory time or overtime required.

EMPLOYEE SIGNATURE

DATE