

**Poudre Valley Rural Electric Association, Inc.**  
**Job Description**

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**POSITION:** Revenue and Billing Administrator  
**DEPARTMENT:** Finance  
**REPORTS TO:** Controller  
**CLASSIFICATION:** Full-time (Salary, Exempt)

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**POSITION SUMMARY**

The Revenue and Billing Administrator performs a variety of billing functions including monthly billings, rate and meter changes, services order adjustments and revenue reporting. This role ensures accurate recording, maintenance, and transmittal of member data across internal systems to provide reliable, unified view of the Association's revenue and service programs. This Administrator also tracks, measures and analyzes revenue to deliver insights and enhance the member experience.

**ESSENTIAL JOB FUNCTIONS**

*Assigned with or without reasonable accommodation.*

- Ensure accurate member billing per current rate schedules and the Association's rules and regulations maximizing revenue recovery.
- Validate, edit, and estimate meter data for billing. Investigate and resolve billing data discrepancies.
- Regularly review billing procedures and identify opportunities for improvements.
- Ensure accurate sales tax collection and compliance with regulations.
- Prepare month-end revenue and kWh usage reports for financial reporting, forecasting, and budgeting. Prepare daily, monthly, quarterly, and annual reports, including Board Reports, CEC Reconciliation, Energy Outreach reports, etc.
- Assist with cost of service and revenue studies, rate analysis, wholesale power bill reconciliation, renewable energy and efficiency modeling for future planning.
- Analyze billing data using reports through the NiSC systems.
- Apply knowledge of policies and rate schedules, particularly regarding collections, capital credit allocation, retirements and bankruptcies.
- Calculate and enter meter readings for tampered or swapped meters and process debit/credit adjustments following established approval guidelines.
- Process status reports, affidavits, and assignments from third party collectors. Research and respond to bankruptcy notices and update the system with relevant notes.
- Utilize system tools to perform quality assurance tasks. Collaborate with the CFO, Controller and Director of Member Services to troubleshoot and resolve billing system issues.
- Collaborate with other departments to address billing, consumption, and member inquiry issues effectively.
- Ensure all federal, state, and local compliance requirements are met, and reports are filed timely.
- Gather requirements, generate reports, and maintain standard operating procedures (SOPs) to support Member Services and Billing projects and processes.

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**STANDARDS OF EXCELLENCE**

*These duties reflect the cooperative's mission and purpose, and they are required of all employees:*

- Work according to the safety rules and company policies as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- Adhere to the cybersecurity policies, procedures, and practices as adopted by PVREA and is responsible for participating in cybersecurity training and awareness exercises.
- Exhibits integrity and demonstrates ethical behavior in everyday business conduct.
- Support the strategic goals of the organization in accordance with the Associations' Strategic Plan.
- Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies and equipment vendors in a kind, courteous and professional manner.
- Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- Assist in the emergency restoration of facilities during storm or general outages.
- Regular and predictable attendance are essential functions of the position.
- Performs other duties within capabilities as directed by supervisors.

**JOB QUALIFICATIONS**

*Education and/or formal training needed:* Graduation from a four-year college, business, or technical school with a major in accounting, business administration, or related field, or equivalent in experience.

*Experience needed:* Minimum of two years in an administrator support related field are required; electric utility experience is preferred.

*Knowledge, skill, and abilities needed:*

- In-depth understanding of billing processes, current rate schedules, and Association rules and regulations for accurate revenue recovery.
- Member driven with strong verbal and written communications skills and solid analytical, problem solving and project management skills.
- Advanced proficiency in use of Microsoft Office Suite apps, particularly Word, Excel, and Visio. Includes have a working knowledge and some proficiency with Access.
- Good understanding and proficiency in use of mission critical systems, particularly NISC's iVue application.
- Understanding of wholesale power billing, rate analysis, renewable energy initiatives, and efficiency modeling.
- Good knowledge of the practices, procedures and principles associated with the distribution of electric services, particularly those associated with cooperatives.



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- Proficient in managing time to meet strict deadlines.
- High attention to detail is required.
- Ability to maintain confidential information.
- Work well in a team environment.
- Organize and write procedures in a logical and methodical manner.
- The ability to initiate and complete projects without supervision is required.
- Participate in ongoing training to improve and expand skillset as necessary.

**Drug/Alcohol:** A drug/alcohol test is administered to all job offer recipients, as well as a background check.

**Mental Demands:** This employee must be able to work well with the public, Association members, and other Association employees. The employee will need to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. They must be able to learn new procedures and equipment and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be always maintained with members and co-workers.

**Physical Demands:** Must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation.

- Adequate eyesight is required for reading computer screens and hardcopy, and dexterity for entering data quickly. Needs to be able to sit most of the day, and at times exert force up to ten pounds.
- Conversations are conducted frequently, to express or exchange ideas by means of the spoken word. These communications may take place in an area that may have background noise.
- Arm, hand and finger dexterity is needed to operate keyboards and write.
- Reaching is done frequently when filing, answering phones, and getting papers, books or printouts from overhead shelves or drawers.

**MATERIALS AND EQUIPMENT USED**

Software packages including NiSC iVue, MDMS, Command Center, and Microsoft Office suite; general office equipment including, but not limited to computer connected to a corporate network, optical scanner, copy machine, and other related computer systems.

**COMPENSATION**

The starting annual salary range for this position is \$86,000 – \$90,000 (DOQ)

*Actual compensation offer to candidate may vary outside of the posted hiring rate based upon work experience, education, and/or skill level.*



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**BENEFITS**

- Medical, prescription and dental insurance with 100% employer paid premiums
- Health Savings Account
- Defined benefit pension plan
- 401(k) plan
- Life insurance
- Paid holidays, vacation, and sick leave
- Wellness programs
- Tuition reimbursement
- Employee assistance program

**WORKING CONDITIONS**

The work environment is a comfortable office environment. There is adequate lighting, heating, cooling etc. The noise level is estimated to be 50-90 decibels.

**NOTE:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.