

Public Water Supply District #8
Job Description: Billing Clerk/Bookkeeper

General Purpose of Position

Responsible for billing, collecting payments, posting monthly water billing and prepare monthly warrants for payments. Perform clerical and office duties.

Education and Experience

The person in this position must have a High School diploma and preferably experience working in a public utility.

Major Duties and Responsibilities

Ability to operate the front office autonomously

- Handle public contact with friendliness, responsiveness and tact
- Must be familiar with office computer systems including Microsoft Word and Excel and have the ability to generate monthly reports
- Must be detail oriented, adaptable, flexible and a quick learner
- Maintain customer accounts, setup new accounts and close out existing accounts no longer active

Monthly meter readings

- Load and unload collector
- Prepares bills
- Operate cellular reading program

Bookkeeping: Processes bills for payment and maintains financial records

- Monitors expenditures and receipts. Moves funds as directed by the Board.
- Monitors cash flow to ensure sufficient funds are available
- Prepares accounts payable and receivable transactions for posting, verifies account information, provides accounts payable list for approval, generates checks for bill payments
- Maintains and processes payroll for employees
- Processes payroll deductions, payroll reports and records, processes claims and warrants for all funds
- Reconciles checking accounts and makes deposits to the bank. Deposits and transfers money between accounts. Maintains updated information in all accounts and ensures all accounts are balanced.
- Generates reports and presents all financial data as required for the audit
- Billing, receipt and recording of utility bills

Administrative duties

- Maintains the public trust by keeping information confidential as appropriate
- Composes correspondence, reports, memos, letters, minutes, meeting notices, resolutions and ordinances on behalf of the Manager
- Arranges and publishes notices of meetings

- Does filing, labeling, copying and mailings as needed. Sorts & distributes mail
- Prepares a variety of reports and files with appropriate state, federal and county offices
- Purchases supplies, equipment as needed
- Typically visits the post office and/or bank daily
- Performs office cleaning and light maintenance

Performs other duties as directed