



Water/Accounts Payable Clerk

Summary

Under supervision of the Town Administrator, the Water/Finance Clerk is responsible for all aspects of water billing for the Town water system and the bulk water plant. Responsibilities include processing water payments, posting and maintaining customer records, processing bulk water sales, preparing monthly billing for both systems and assisting customers with questions regarding their accounts. The Water/Finance Clerk also prepares the accounts payable, twice per month, posts all other revenues and covers for the front desk in the absence of the Administrative Assistant by answering the phone, fielding questions, accepting payments and providing notary services when requested. The Water/Finance Clerk works closely with all members of staff to ensure that his/her responsibilities are effectively and consistently discharged in a way that achieves and maintains the excellent standards set forth by the Town.

Essential Duties/Responsibilities

The below list is intended to be illustrative of the responsibilities of the position and is not a comprehensive listing of all functions and tasks. The Town of Meeker retains the right to modify or change the duties or essential functions of the job at any time.

- Prepares, disperses and posts all water billing.
- Prepares delinquent water payment notices.
- Prints and files all water billing reports.
- Answers questions regarding water accounts.
- Posts revenues for all funds.
- Prepares and processes accounts payable twice per month.
- Balances cash receipts and petty cash.
- Balances Water and General Fund books with bank accounts.
- Prepares and deposits payments daily.
- Covers the front desk during lunch, afternoons and during other absences.
- Provides clerical support to other department staff as required.
- Composes and edits own correspondence and reports.
- Assists the Town Clerk with finance matters.

Knowledge, Skills and Abilities

- Working knowledge of accounting principles and practices.
- Familiarity with double entry accounting.
- Ability to perform arithmetic computations accurately.
- Proficient with Microsoft Word Suite.
- Must have good organizational skills and be detail oriented.
- Ability to communicate effectively both verbally and in writing.
- Must work well under pressure and with frequent interruptions.
- Ability to operate general office equipment.

- Ability to work in a team environment.

Experience and Training

- High School graduate or GED equivalent with specialized course work in general office practices and accounting.
- Degree in accounting or related course is looked upon favorably.
- Two years of accounting experience is desirable.

Physical Demands / Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The work environment is primarily in an office setting and may require sitting for long periods of time.

- While performing the duties of this job, the employee is frequently required to talk, hear, see and use hands and fingers to touch, handle grasp reach, push and pull.
- Employee may occasionally be required to exert force up to 20 pounds and may frequently be required to exert a negligible amount of force to lift, carry, push, pull or move objects.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear/listen.
- Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Selection Guidelines

- Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or related.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.