

POLICY TITLE: Job Description – Accounts Receivable Clerk
POLICY NUMBER: 1315 (Revised 6/16/10)

1315.10 General Job Description Under the direction of the General Manager and with a minimum of supervision:

Maintains and processes accounts receivable, the property owners address files, meter reading routes, and a schedule of tax roll receivables on the Microsoft Access Database Management System.

Uploads current account data into meter readers' handheld data recorders, and downloads meter readings from hand-held into computer.

Balances, evaluates, and summarizes daily, weekly, monthly, quarterly, and yearly transactions of various accounts and provides appropriate reports.

Performs activities associated with liens, title transfers, delinquent notices, water shut off notices, and annual meeting proxies and ballots.

Assists in the processing of accounts payable, types routine letters, and performs routine filing as required.

Prepares and processes customer monthly, quarterly and semi-annual utility billings.

Answers telephone, screens calls, and refers inquiries as appropriate.

Perform other duties as assigned.

1315.20 Prerequisite Qualifications: He/she should possess a high school equivalent diploma, a basic knowledge of accounting principles, ability to accurately type at a minimum speed of 40 words per minute, and the ability to proficiently use, or quickly learn the latest versions of Microsoft Office software (especially Access).

1315.25 Additional Desirable Qualifications: Possession of a Notary Public certificate is desirable.

1315.30 Salary Range: Salary Range Scale available at the accounting office

1315.40 Essential Job Physical Demands: Sitting; standing; stooping; bending; squatting; walking; lifting, pushing, pulling and carrying (up to 25 lbs.), driving vehicle; close and distance vision; speaking; hearing; use of hands to finger, handle, or feel objects, tools or controls. Operation of telephone, two-way radio, computer, copier, facsimile machine, printers, and other related business machines, and access file storage facilities.

1315.50 Marginal Job Physical Demands: Occasional lifting and carrying up to 25 lbs.; pushing; and pulling.

1315.60 Environmental Demands:

Outside: Travels to do out-of-office business in a variety of weather conditions including, rain, snow and heat to +100 DEF.

Inside: Usually works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to fumes/dust from printing cartridges.

Noise/Vibration: Business/office machines.

1315.70 Mental Requirements:

Reading: Ability to read complex manuals and instructions for computer software and hardware, letters, reports, memos, messages, etc.

- Writing:** Ability to write reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn the latest versions of Microsoft Office software.
- Math:** Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use or quickly learn Access database software.
- Attention to Detail:** High level concentration and attention to detail for extended periods of time required to post data and produce reports.
- Repetition:** Routine daily work practices, including keyboarding and other office machines, filing, etc.
- Judgment:** Ability to work independently, prioritize work and make decisions regarding correct formatting of work and implementation of same. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and formulate appropriate instructions to achieve desired goals.
- Social Skills:** Ability to relate cooperatively with members of the public, Directors, and District personnel on a constant and face-to-face basis.
- Communication Skills:** Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.