

CITY OF CASHMERE JOB DESCRIPTION

Title: **Accounting Clerk (Utilities/Claims)**

Department: Administration

Reports To: City Clerk-Treasurer

Supervises: None

POSITION SUMMARY

This person is highly skilled in all aspects of utility billing operations, accounts payable and other clerical skills and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL:

- Assist customers at the counter and on the phone
- Process utility payments
- Daily cash balancing and deposits
- Prepare work orders for various departments
- Compose correspondence as needed
- Perform other related duties as needed

UTILITIES:

- Prepare and maintain customer's utility records, including auto and budget pay and senior discounts
- Responsible for all utility billing, delinquency notices, disconnections, customer move ins and move outs
- Process utility payments
- Track, update and implement rate changes
- Read water meters using the mobile collector

CLAIMS

- Audit and prepare claims for payment and maintain vendor files
- Classify and code purchase orders and invoices in accordance with BARS or other procedures

ACCOUNTING:

- Handle NSF check returns
- Receipt County Treasurer and State remittance
- Receipt occupational taxes
- Swimming pool balancing procedures

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of office practices, procedures, and equipment
- Knowledge of basic accounting practices
- Knowledge of Microsoft Word, Excel, Access, and Publisher
- Ability to communicate effectively orally and in writing
- Ability to prioritize assignments and work independently
- Ability to establish and maintain effective working relationships with other employees, other organizations, and the public
- Ability to follow direction of superiors
- Ability to analyze policies, procedures and code and apply the provisions
- Ability to organize and prioritize workload

ADDITIONAL ADVANCED SKILLS

GENERAL:

- Assist cemetery customers in choosing and purchasing plots and grave markers
- Cross-trained in building, sign, and business license permit issuance procedures
- Cross-trained in miscellaneous billing
- Cross-trained in City filing system

COMPUTER:

- Use of city software such as: Vision Cash Management and Financials, Utility Billing
- Update properties in TOKAY system

QUALIFICATIONS REQUIRED

High School diploma or GED, with additional education and experience necessary for the successful performance of this position.

WORKING CONDITIONS

- Work is performed while standing or sitting in an office environment with a computer, typewriter, and telephone
- Light lifting may be required

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.