



Village of Buckeye Lake Department of Public Works

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Village of Buckeye Lake Position Description

POSITION TITLE:	Billing Clerk
STARTING PAY RATE:	\$17.51
DEPARTMENT:	Water Department
POSITION REPORTS TO:	Water Department Supervisor
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
EMPLOYMENT TYPE:	Full-Time

Essential Functions

- Demonstrates regular and predictable attendance.
- Promotes and maintains positive and effective working relationships and promotes good public relationships as a representative of Village of Buckeye Lake.
- Greets and screens persons entering the Water Department:
 - Receives and screens incoming departmental phone calls (e.g., responds to routine inquiries, provides final bill quotes, prepares and processes completed work orders, forwards call to appropriate party, takes messages, etc.): receives, screens and forwards information submitted to department to appropriate individuals.
- Mail pickup and sorting for all village departments;
- Process all billing payments, including checks, cash, credit cards and ACH; post in billing software for Water and Storm water;
- Prepares daily deposits, make deposits to financial institution, prepares monthly reports.
- Utilize UAN software to post all water department revenue;
- Keep all customer accounts up to date with most accurate information;
- Accurately balance cash draws on daily basis;
- Prepare door notices, reports to customers, and reports to county auditor;
- Maintain orderly and accurate reports/records for auditing purposes;
- Calculate and process all customer billing to be sent to mailing production; and process delinquencies for the county;
- Keep all department records according to the Village's Records Retention Policy;
- Perform standard secretarial duties: taking messages, filing, record keeping, data entry, 10-key;
- Other duties assigned by Supervisor for the operation of the Water Department.

Building and Vehicle Maintenance

- Assists in general housekeeping of the Administration Offices.

Emergency work

- Available upon need for customer communications during a water system emergency.

Equipment Operation

- Operates a variety of equipment used in the above work, including computers, phones, adding machines.

Safety

- Follows established safety procedures;
- Reports unsafe conditions to supervisor; and
- Assists with department housekeeping including storage of tools and equipment.

Other Duties

- Other related duties as required or assigned.

MINIMUM REQUIREMENTS FOR POSITION

Training and Experience

- Minimum high school diploma or equivalent;
- Must have a current and valid OH driver's License;
- Must have good interpersonal and customer service skills; and
- Must have experience in Word, Excel, and good typing skills.

Special requirements

- Must be available to work during other than normal business hours; and
- Must be willing to attend trade schools or training seminars as necessary.

External Applicants will need to provide a resume and completed application.

Internal Applicants will need to provide a detailed Letter of Interest.

The Village of Buckeye Lake reserves the right to determine if an applicant meets the essential qualifications of the position.

Posted: 10/30/2023 Until Filled

The Village of Buckeye Lake is an equal opportunity employer.