

Konocti County Water District Accounts Receivable Clerk I Job Description

Title: Accounts Clerk I – PT

Reports To: Auditor/Secretary

Classification: Part time.

This position includes no benefits. This is a fill-in position to cover office duties in the absence of the Accounts Clerk II and/or the Auditor/Secretary. The position includes between 25-40 hours per month and subject to change as needed.

Primary Function: Under the general supervision of the Auditor/Secretary this position is required to perform skilled clerical work of a varied nature relating to the maintenance of customer accounts.

Examples of Duties: Data entry and maintenance of all records relating to customer accounts including, but not limited to: monthly billing, reconnections/disconnection's, transfers, closing bills, payments, current mailing addresses, delinquent accounts, monthly Journals and bank deposit records.

Manage delinquent accounts including, but not limited to: notification of lock off (to both renter and owner), 10 day notice, 24 hour notice, recording/removal of liens against customer accounts and billing/receiving non-active assessments.

Perform customer relations including, but not limited to: answering telephones and assisting walk-in customers.

Purchase supplies used in the operation of the District Business Office with authorization of the Auditor/Secretary.

Prepare various reports as needed.

Operate, service and maintain all Business Office equipment.

Open and distribute mail.

Perform related work as required.

Special Requirements:

Ability to communicate well with customers and fellow employees.

Capability to follow instructions.

Understanding and ability to interpret/apply a wide range of rules, regulations and policies related to the functions of the Board and District.

Knowledge of operations of all standard office machines including, but not limited to: computers, adding machines, copy machines and faxes.