

JOB ANNOUNCEMENT

The Human Resources Dept. is accepting applications for
A REGULAR, FULL-TIME **ACCOUNTS RECEIVABLE CLERK/UTILITIES**

Starting Pay: 18.44 – 22.30 per hour/plus benefits

OPENING DATE OF PUBLIC APPLICATION: Jan 24, 2019

Applications will be reviewed as received with closing date of Feb 6, 2019

Applications & additional information available at City Hall; 424-6200

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER

JOB DESCRIPTION

POSITION: ACCOUNTS RECEIVABLE CLERK/UTILITIES

(serves a 6-month probationary period)

DEPARTMENT: FINANCE

SUPERVISOR: FINANCE MANAGEMENT ASSISTANT

DEPARTMENT HEAD: FINANCE DIRECTOR

POSITION SUMMARY: Performs all accounting functions relating to both City owned Utilities and City Sales Tax collections. Provides back up service to the front desk with cash receipting, answering the phone, and assisting customers.

ESSENTIAL FUNCTIONS:

1. Accounting Functions:

- Performs billing, receipting and related functions for City owned Utilities.
- Performs all activities related to City Sales Tax: including receiving and reviewing all filed returns in accordance with City Code.
- Cross trains and provides back up to the front desk to include receipting monies, coding to the proper GL accounts, preparing timely deposits, answering the phone and directing calls to the appropriate department, and providing quality customer service.
- Prepares monthly reports on billing and delinquent accounts for all utility and sales tax receivables, reviews accounts and determines accounts needing personal contact and follow up. Completes the research necessary to resolve any problems relating to customer billings.

2. Public Relations:

- Provides quality customer service in a professional, courteous, and efficient manner.

3. Auditing & Filing:

- Maintains a well-organized filing system to include: all utility accounts, sales tax returns, and all other related reports as required.

OTHER RESPONSIBILITIES:

- Performs related work as required, recognizing the responsibilities of this position may change with new duties being assigned as the Finance Department undergoes reorganization.
- Provides support to the Planning Department, as needed.
- Provides assistance in specified tasks as assigned.
- Completes disaster management ICS courses as required.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- Minimum two years accounting experience and office experience with public contact preferred.
- Familiar with basic accounting theory and methods.
- Ability to provide quality customer service professionally, courteously and efficiently with the public, supervisors and City staff.
- Ability to effectively organize and prioritize workload to meet deadlines.
- Ability to utilize office equipment and subsequent supportive software in a competent manner.
- Ability to understand and carry out verbal and written instructions.
- Ability to maintain the utmost confidentiality in handling all information.
- Ability to pick up and move 25 lb. boxes.

The above job description is intended to describe the duties of an employee in general terms and does not necessarily describe all job duties.

