



P.O. Box 46

Kotzebue, Alaska 99752

City Hall (907) 442-3401

Police Dept. (907) 442-3351

Fire Dept. (907) 442-3404

Public Works (907) 442-3401

POSITION VACANCY ACCOUNTS RECEIVABLE CLERK

IMMEDIATE SUPERVISOR: Finance Lead

POSITION SUPERVISED: None

QUALIFICATIONS:

1. Two years responsibility for managing accounts receivable including billing, collection, and cash receipts.
2. utilizing a mainframe computer. Fund accounting experience preferred.
3. Two years' responsibility for reconciling balance sheet accounts.
4. Two years responsibility for preparing and posting journal entries.
5. Proficiency with PC applications utilizing Word and Excel.
6. Ability to compose correspondence letters.
7. Must maintain a high degree of confidentiality.
8. Must be familiar with small claims procedures.
9. Must have a current Alaska Driver's License or ability to obtain one within three months.
10. Ability to deal with customers in a positive, effective manner.

DUTIES:

1. Responsible for maintaining all water and sewer accounts, mailing addresses and current owner and house number records.
2. Process and collect all billing statements in a timely manner. Answer inquiries about water, sewer, garbage, and sales tax billing. Research and collect delinquent accounts on all billings.
3. Bill and collect work orders made out by the Public Works and Utility Departments.
4. Process Sales Tax and Business License applications. Record and file monthly sales tax payment and forms. Calculate and invoice penalties and interest on late filings. Keep payment schedule and tax summary current in each file. Maintain correspondence on each file (i.e. answer questions, send delinquent notices).
5. Responsible for providing Senior Citizens with tax exempt/deductible cards, as well as adjusting water, sewer, and garbage services for them.
6. Review daily cash receipts for bank deposits and General Ledger postings. Prepare daily cash sheet and perform mail duties in the absence of the Office Assistant.
7. Reconcile accounts receivable detail to the general ledger monthly.
8. Prepare journal entries when necessary.
9. Perform and/or assume other job- or work-related duties as assigned.

HOURLY RATE: \$25-\$30 DOE

REGULAR/FULL-TIME

OPENING DATE: March 14, 2024,

CLOSING DATE: Until Filled

INTERESTED PERSON SHOULD SUBMIT RESUMES OR APPLICATIONS TO CITY HALL.

THE CITY OF KOTZEBUE IS AN EQUAL OPPORTUNITY EMPLOYER.