

POSITION DESCRIPTION

Class Title: Assistant Accountant - Accounts Receivable

EEOC: Office and Clerical

FLSA: Non Exempt

Summary of Position

Performs clerical, administrative, data processing, and accounting work assisting the Accountant.

Organizational Relationships

1. Reports to: Administration and Finance Manager
2. Directs: This is a non-supervisory position.
3. Other: Has frequent contact with customers, vendors and other outside entities such as other political subdivisions and utilities.

Requirements

Must be able to type 30 words per minute for data entry. Must have telephone answering skills and general administrative experience in organizing and filing. Must have data base management experience skills, collection and processing payments, as well as some experience in bookkeeping and with the Microsoft Office Suite. General Ledger experience and debt collection experience a plus.

Examples of Work

1. Responsible for processing check payments received via mail and drop box. Import customer web wire payments into billing system. Run monthly reconciliation on web wires received.
2. Responsible for processing billing and collection for reclaimed water accounts bi-monthly. Process billing and collection of Infrastructure Inspection Fees as needed. Process billing and collection of annual boat dock fees.
3. Responsible for entering deposits into accounting system as needed. Reconcile deposits monthly. Enter credit card machine payments into accounting system and reconciling them at the end of the month. Enter other monthly deposits into Accounting System.
4. Review closed permit report submitted to accounting for fund verification. Generate monthly wire log.

5. Responsible for in house 90-day collection on delinquent accounts.
6. Generate reports monthly and annually, and as requested. (Water sales, Water Loss etc.)
7. Assist in batching of billing data from our billing system to be ready to import into accounting system.
8. Research and reconcile any other projects as assigned. Assist as needed with annual audit.
9. Other duties as assigned.

Peripheral Duties

Provides backup to all administrative positions. Responsible for office-related errands and duties as assigned.

Tools and Equipment Used

Computer, 10-key calculator, phone, fax and copy machine, mail and postage machine.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is low to moderate due to use of mail machine and postage machine.