

WINTON WATER AND SANITARY DISTRICT
JOB DESCRIPTION

ACCOUNT CLERK I
Starting Pay: \$19.68-\$25.34 hr.

CLASS DEFINITION:

Under general supervision, performs accounts receivable duties and other associated tasks dealing with District customers.

SUPERVISOR:

Office Supervisor

JOB DUTIES:

Account Clerk I, is the Primary Contact to Customers when they walk in the door or call.

Receives user fee payments from customers. Posts cash receipts to the computers Accounts Receivable program.

Follows up on customers who sell properties, move in/out on rental properties.

Prepares and corrects all customer history files.

Loads units for meter reading and downloads units into Accounts Receivable program.

Prepares blue postcard 15-day notices.

Prepares 24-hour red tags (shut-off notices) the day before on past due customers.

Prepares green shut-off door tags. Monitors status of all door tags delivered.

Daily's need to be done each day when bank is received.

Declined Checks/Credit Cards payments need to be Door Tagged.

Checks hard copy files on all customers and cross-reference to computer history file. Maintains all computer generated and hand summary reports.

Filing needs to be done every couple of days.

Recurring payments need to be completed first thing in the morning on the 20th of every month. If the 20th lands on a Saturday or Sunday, it is to be done on that Monday.

Follows up on customer problems and collections.

Prepares all paperwork for backflow testing notification.

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KNOWLEDGE, ABILITY AND SKILLS:

Ability to work with the general public and all other District employees.

Ability to type, file and be knowledgeable with all computer applications.

Ability to operate all office machines and computers.

Ability to analyze specific problems and situations and correct them.

Knowledge of English, spelling, and arithmetic.

Limited knowledge of bookkeeping.

Ability to classify the correct rate codes for billing of Accounts Receivable.

Ability to assume other tasks as required.

Ability to type 35 – 50 words per minute.

MINIMUM REQUIREMENTS:

Completion of high school.(diploma or GED)

Three years general office experience and basic accounting application.

Possess and maintain a valid California driver's license and show proof of current insurance. Must have reliable transportation to and from work.