



**CITY OF JOHN DAY
JOB DESCRIPTION**

Job Title: Account Billing Clerk
Department: Administration
Reports To: Recorder/Finance Director
FLSA Status: Non-exempt
Effective Date:
Salary Range: TBD

Note: This position represented by an exclusive representative/Union.

Definition:

The Account Billing Clerk performs a wide variety of complex clerical, administrative, and technical bookkeeping and accounting duties in preparing, processing, recording, reconciliation, and maintenance of financial accounts such as accounts receivable, collections, utility billing, and assessments.

Supervision Received and Exercised:

This position exercises no supervision. This position receives general supervision of the Recorder/Finance Director or City Manager, when applicable, who reviews work through periodic review and discussion

Essential Job Functions and Primary essential tasks: Duties include, but are not limited to the following two areas within the Finance Department 1) accounts receivable and 2) utility billing.

1. Perform Accounts Receivable Duties:

- Prepare invoices for monies owed to the City for services and grant reimbursements.
- Distribute invoices and collect and balance payments.
- Enter accounting data necessary to maintain assessment files, create reports, and billings for assessments and liens.
- Balance subsidiary ledgers and calculate interest and principal amounts due.
- Coordinate with other departments for recording of new liens and assessments.

2. Perform Utility Billing

- Look up utility account information, answer billing questions and accept payments on accounts.
- Process City utility payments received in the mail and ensure that all transactions are complete and conform to procedures established by the Finance Division.
- Receive and process applications for City utility services and requests for services. Coordinate services to customers with Public Works personnel.
- Generate monthly utility billings from meter reads and related information.
- Maintain customer accounts from setup through termination of service.



- Process and balance cash receipts and prepare funds for deposit daily.

Secondary and General Functions:

- Assist in other Finance Department and Administrative Services Department activities as backup coverage for workload and/or absences with similar staff.
- Perform a variety of basic to complex duties involving the utilization of automated accounting and/or technical recordkeeping systems, including but not limited to the development of forms and requirements for data entry, the review and checking of data prior to data entry, document imaging, and preparation of specialized reports.
- General office duties and engagement with the public: Respond to phone calls, emails, and in person inquiries.
- Maintain regular job attendance and adherence to working hours.

Work expectations:

- Employee is subject to City employee handbook. Position includes financial duties requiring truthfulness and honesty.
- Follow all safety rules and procedures established for work areas. Maintain work areas in a clean and orderly manner.
- Represent the City by responding to the public, citizens, its employees, and others in a prompt, professional, and courteous manner while continuously maintaining a positive customer service demeanor.
- Regard everyone, internal and external, as a customer and deliver the best service possible in a respectful and patient manner.
- Provide reliable, accurate and credible work product.

Minimum Qualifications:

The ideal candidate will have the following experience:

- Previous work experience in billing and collections.
- Bookkeeping experience in governmental or not-for-profit work environment.
- Experience working with the Caselle accounting software or closely related software.
- High school diploma or equivalent; and
- One (1) year of professional experience utilizing computerized accounting systems and spreadsheet programs. However, a combination of education and experience which provides the knowledge, skills, and abilities to perform the job may be considered instead.
- Possess and maintain valid Oregon Driver's License.
- Within 12 months of date of hire, possess notary certification as assigned.

**MATHEMATICAL SKILLS**

Ability to make basic mathematical computations rapidly and accurately. Ability to accurately add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to accurately compute rate, ratio, percent, and to project expenditures and revenues.

PHYSICAL DEMANDS and WORKING CONDITIONS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. The employee is occasionally required to climb or balance. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Usual office working conditions. The noise level in the work environment is typical of most office environments. Primary work environment is a climate-controlled office setting. Must possess ability to work in standard office setting and use standard office equipment. May deal with stressful situations or distraught individuals. Operation of a motor vehicle on public roads common. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position is subject to passing background investigation and criminal history check.