

JOB DESCRIPTION

Position Title: Utility Billing Clerk/Mayor's Court Clerk
Reports To: Chief Fiscal Officer
Group/Department: Finance
Work Location: Roseville Municipal Building

Position Summary:

This position is responsible for maintaining the records of the Water and Sewer Utility customers, including meter reading books, billing ledgers, payment posting, consumption history, sewer billing in accordance with generally accepted accounting standards, and a variety of related clerical tasks. The position is also responsible for coordinating the administration of the Mayor's court fines, forfeitures, hearings, trials, case management, and financial reporting.

Essential functions include, but are not limited to:

1. Maintenance of customer account records.
2. Compile and enter meter reading information into the billing system.
3. Process and mail customer's bills.
4. Collect and post customer's payments.
5. Post late penalties and related notices.
6. Reconcile delinquent payments on tax roll at year end.
7. Process billing registers, trial balances, and payment audit reports.
8. Maintain accounts receivable related invoice processing.
9. Assist in the maintenance of the tax database.
10. Assist the Assessor with various tax-related records.
11. Perform general clerical duties, such as typing, filing, word processing, spreadsheets, data entry and data retrieval in the CFO's office.
12. Perform other miscellaneous tasks at the discretion of the CFO.

Marginal functions include, but are not limited to:

1. Mayor's court attendance and preparation of materials, including the docket, customer service, and processing tickets, report to State of Ohio BMV, and work with the Police Department, Solicitor, and Magistrate, as necessary.
2. Perform other duties as assigned.

Qualifications:

1. High school diploma.
2. Associate degree in accounting or related field is preferred.
3. A minimum of five (5) years of accounting experience, involving computer record keeping, training and experience in office procedures, word processing, and spreadsheet applications, is required. Experience with cash management and cashier operations is desired.
4. Must be at least 18 years of age and possess a valid Ohio driver's license, with a satisfactory driving record.

Knowledge, Skills, and Abilities:

1. Well-developed communication skills, both verbal and written.
2. Working knowledge of accounting principles and practices, governmental or utility desired.
3. Ability to perform arithmetic computations accurately and quickly.

4. Ability to manage time, be highly organized, and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.
5. Ability to use modern office technology, including a personal computer.
6. Knowledge and ability to work with software related to accounting, including spreadsheets and various computer applications.
7. Ability to establish successful working relationships.

Physical Demands:

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

Hand-eye coordination is necessary to operate various pieces of office equipment. Specific abilities required by this job include vision and the ability to adjust focus. While performing the duties of this job, the employee is occasionally required to:

1. Stand, walk, sit, stoop, kneel, crouch and crawl.
2. Climb, balance, bend, twist, and reach.
3. Feel, talk, and hear (normal range in normal office environment, corrected or uncorrected).
4. Lift, carry, push or pull up to 25 pounds.
5. Work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
6. Work under distractions such as telephone calls and other disturbances.
7. Perform repetitive activities, such as calculating, keyboarding, and writing.

Work Environment:

1. Work is performed in an office setting.
2. The employee is occasionally required to encounter unpleasant social situations.

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's rights to assign or reassign job related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to, attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirements due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Employee's Printed Name

Employee's Signature

Date