



Sunnyslope County Water District

Account Technician

Job Description

DEFINITION

Under general direction, perform a variety of technical and clerical accounting duties involving financial record keeping and transactions. Responsible for financial records including accounts receivable and utility billing. Provide technical and clerical assistance to the District staff.

TYPICAL DUTIES

- Maintain complete billing files and records, reconcile a variety of ledgers, reports, and accounting reports; examine and correct accounting transactions to ensure accuracy; prepare adjustments and correct errors in customer accounting records.
- Provide customer service at counter by: greeting, answer the telephone, take messages, transfer calls, and provide information regarding general district information, services and procedures.
- Receive, code, post, and monitor accounts receivable payments and records; receive and process applications for water/wastewater service; issues connection slips.
- Open and close utility billing accounts; update and verify accuracy of utility accounts for billing; print & burst bills; prepare list of accounts for delinquent notices and service turnoff; prepare various correspondence to customers.
- Serve as cashier; receive cash and checks by mail and in person, or electronic transfer for payment of services, fees, permits, and deposits; record and issue receipts; post and reconcile receipts to specified accounts; count monies, wrap coins, and record checks for bank deposits; prepare and balance deposits.
- Perform a variety of general clerical duties including answering the telephone, typing, photocopying, distributing facsimile's, sorting and distributing mail, maintaining files and records, and maintaining office supplies.
- Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

- Accounting and financial record keeping principles, practices, procedures, and methods, including mathematical principles.
- Modern office equipment, practices, methods, and computer equipment.
- Principles and practices used in dealing with the public.

Ability to:

- Learn, interpret, and apply municipal policies, procedures, laws, codes, and regulations pertaining to programs and functions.
- Understand District organization and operation to assume assigned responsibilities. Work under supervision within a well-defined framework of standard policies and procedures.
- Meet and deal tactfully and effectively with the public, respond to public inquires and District personnel regarding policies and procedures. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Knowledge of methods, practices, and procedures used in processing accounts receivable, accounts payable, and financial record keeping and reporting. Prepare, examine, and verify routine financial documents, statements and reports.
- Perform mathematical computations accurately, tabulate, record, and balance transactions.
- Plan and organize work to meet schedules and deadlines. Understand and follow oral and written instructions and communicate clearly and concisely, both orally and in writing.

Experience:

- Three years of increasing clerical and/or accounting experience, some government financial accounting preferable.

Training:

- Equivalent to the completion of the twelfth grade supplemented by general training or college level course work in accounting and/or bookkeeping.
- Current and valid California Drivers License.

Date Approved: June 11, 1998

Date Revised: December 19, 2000