



UTILITY BILLING/ACCOUNTS PAYABLE CLERK

Job Title: Utility Billing/Accounts Payable Clerk
Department: Finance
Reports to: City Administrator
Status: Full-Time, benefitted position (non-exempt, hourly)
Wage: Up to \$20.00 per hour, DOQ
Close Date: Open until filled
Hours: 40 hours per week

Position Summary:

This position performs a variety of technical clerical and accounting duties under the general supervision of the City Administrator, including overseeing accounts payable; management of existing, new and closing utility accounts; and customer service in the front office. This is a full-time, benefitted position which includes health insurance; paid vacation, sick and holiday time; and excellent retirement benefits.

Employee in this classification is responsible for:

- Utility Account Management and Billing
 - Manage utility accounts for existing, new and closing utility accounts, including monthly billing.
 - Manage the electronic water and pressurized irrigation meter read systems.
 - Schedule and coordinate new or replacement meter installations for water and pressurized irrigation systems.
 - Schedule, coordinate and document sewer lateral inspections.
 - Process leak adjustment requests.
 - Maintain various files and records.
- Accounts Payable
 - Process weekly accounts payable using Caselle software.
 - Track and process reimbursements to residents for programs offered.
 - Track and process refunds for various construction related bonds.
 - Coordinate with various agencies and service providers for payments and reporting.
 - Generate and process 1099's for all vendors annually.
- Customer Service
 - Assists customers, residents and staff by providing information, explaining procedures and answering questions.
 - Responds to issues, questions, and problems posed by customers in person and through email.
 - Answers telephone calls.
 - Assist with the city's annual Alpine Day event where needed.

Required Knowledge, Skills and Abilities:

- Knowledge of secretarial and office practices and procedures; business English usage, spelling, grammar, and punctuation. Organization, procedures, and operating details of a City/City

- government functions, policies, rules and regulations preferred but not required.
- Skilled in office management duties; word processing; spreadsheets, composing correspondence, handling multiple projects with interruptions, prioritizing and organizing workload to meet deadlines.
 - Experience in Word, Excel and PowerPoint. Knowledge of Caselle software preferred.
 - Ability to communicate clearly and concisely, orally and in writing using correct grammar, spelling, and punctuation; compile and maintain reports. Complete reports and answer questions. Read, understand, interpret, and explain rules and regulations. Coordinate work of other staff members. Can take initiative, work within a team and deal with people in a manner which shows sensitivity and professionalism.

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. While performing the duties of this job the employee is frequently required to stand, sit, reach with hand and arms, and lift up to 25 pounds. The employee must occasionally lift and/or move more than 25 pounds. Duties require sufficient mobility to work in a typical office setting and use standard office equipment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moderately quiet in-office settings, and occasionally to outside weather conditions.

Minimum Qualifications:

- High school graduation or GED, and
- One (1) year of related experience; or
- An equivalent combination of education and experience.
- The successful candidate will be required to pass a pre-employment drug screen and a criminal background investigation.
- Must have a valid Utah driver's license.

Application instructions:

Qualified applicants must sign and submit a completed Alpine City employment application to the Alpine City Human Resources Department. The employment application can be obtained at the Alpine City Hall or online at www.alpinecity.org. Completed applications may be submitted via email (send to criley@alpinecity.org), via mail, or at the Alpine City Hall. Applications received after the position close date will not be considered. All sections of the application must be completed and legibly filled in. Additional information may be attached if necessary. Applications that are incomplete, that do not specify the job applying for or that list multiple positions will not be considered. Position is open until filled.

Applicants needing further information regarding the position or needing assistance due to a disability should contact Carolyn Riley (criley@alpinecity.org).