

# **NORTH BEACH WATER DISTRICT**

## **JOB DESCRIPTION**

### **BILLING CLERK**

**SALARY SCHEDULE \$1,903/\$1,954/\$2,006/\$2,057/\$2,108/\$2,159/\$2,211/\$2,262/\$2,313 PER MONTH PLUS BENEFITS**

#### **DEFINITION**

Under the direct supervision of the Office Manager, this position performs unskilled and semi-skilled work for the collection of information to begin and discontinue water service, answer customer inquiries, processes payments, follows up on delinquent accounts, and processes meter reading data. Performs other tasks as assigned.

#### **JOB RESPONSIBILITIES:**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Processes accounting, billing, data entry, and office customer service and collection activities; maintains billing and customer service files; assists in the preparation of bookkeeping and accounting work, such as monthly statements of revenue, expense and water sales; prepares, organizes, and completes field service work orders in a timely manner; complies with all safety standards as they pertain to equipment and facility operations; accomplish assigned duties using safe work practices; answer customer service calls; performs other duties as assigned.

#### **DESIRABLE QUALIFICATIONS**

##### Knowledge of:

Basic theory and methods of data processing systems; modern office practices and procedures and the operation of standard office equipment.

##### Ability to:

Operate PCs, business office machines and data entry terminals; deal tactfully and courteously with customer inquiries; establish and maintain cooperative relationships with those contacted during the course of work; may include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

##### Education and Experience:

Previous experience in customer service and/or bookkeeping, including the operation and use of relevant equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities; high school diploma or equivalent.

##### License:

Possession of an appropriate Washington driver's license with satisfactory driving record as determined by the District.