

Part Time Billing Clerk City of Cove

SUPERVISION RECEIVED: Works under the general direction of the City Recorder who assigns, and reviews work for effectiveness and results obtained.

DUTIES PERFORMED:

Note: It is not the intent of this description to list every task involved in this position, there will be some duties involved that are not listed below but are still required to be performed.

- Responsible for monthly billing of water and sewer accounts. Name, address changes, changes in services and notices on delinquent accounts.
- Weekly, record and prepare for deposit all payments to water and sewer accounts.
- Maintain accurate records of payments and all information on water and sewer accounts.
- Performs various clerical services. Meets public, gives information, answers inquires/complaints and refers inquiries to the appropriate parties.
- Represent the City before the public and other governmental entities and agencies. Maintain effective relationships with other governmental bodies. Maintain public relations programs as to keep the public informed of the city's activities, needs and accomplishments.
- Notary Public
- Cleaning maintenance to office area as needed.
- Maintains City records in a secure and orderly manner.
- Available to attend and prepares minutes of the special and regular City Council meetings as needed.
- Prepare minutes from City Recorders recording and notes for all meetings.
- Maintains City's website, ensuring up-to-date information and postings.
- Maintains City records in accordance with established policies, including filing, storage, data entry, indexing, tracking, retrieval of City records, and destruction in accordance with Oregon State Retention Schedule.
- Prepares and maintains up to date procedure manual for all City functions.

Following duties performed from direction of the City Recorder or in her absence:

- Collects, make bank deposits and disburses city funds.
- Balances books and compiles reports to show statistics, such as receipts and expenditures.
- Prepares the agenda for council meetings.
- Make journal and ledger entries for water and sewer billing and revenues received.
- Supplies timesheets and payroll information to Payroll Accountant. File tax reports not filed by Payroll Accountant.
- Maintains special accounting records for grants, assessments and liens, outstanding bonded indebtedness, and tax receipts consistent with municipal accounting standards and state and federal laws.
- Balance all fund accounts monthly.
- Preparation of various quarterly and annual reports, including, water use, sewer, tax, fund balance sheets, census compilations.
- Other duties as may be assigned of a similar complexity and responsibility.

Job Qualifications Requirements:

- Ability to perform responsible technical administrative support work with accuracy, speed, and minimal supervision.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Knowledge of general office and records maintenance practices and procedures.
- Rules of effective English, spelling, usage, and grammar.
- Advanced word processing and Excel.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of the work.
- Maintains knowledge of Oregon Revised Statutes regarding Records Retention, as outlined by the State Archivist.
- 1 year of office experience

Physical Demands of Position: While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach, and manipulate objects and drive a motor vehicle. This position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis, such as files, books, office equipment, storage boxes, etc., and may weigh up to 25 pounds. Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as computer keyboard and general office equipment.

Working Conditions: Usual office working conditions. The noise level in the work environment is typical of most office environments with telephones, personal interruptions, background, and some street noise. Able to adjust to high stress office environment.