

Title: Water Clerk

Nature of Work

Under the general supervision of the City Clerk, provide comprehensive administrative support for the Elkhart Water Department. Work involves administrative work issuing and collecting bills, filing, preparing reports and interacting with citizens and customers of the Elkhart Water Department. This employee should possess excellent organizational, public relation, and communication skills.

Essential Duties and Responsibilities

- Prepares and prints utility billings;
- Enters utility billing transfers;
- Prepares and prints final utility notices and shut-offs;
- Enters accounts payable data;
- Assists with citizen inquiries and concerns;
- Prepares various reports;
- Requests and proofs re-reads for utilities;
- Balances General Ledger entries
- Performs bank reconciliation's
- Mails accounts-payable checks;
- Answers the telephone and fields questions, concerns and complaints from the general public.
- Follows department policies and procedures.

Required Knowledge, Skills and Abilities

Considerable knowledge of secretarial and accounting procedures; knowledge of computer applications and all office equipment; ability to work independently and accurately to meet deadlines; ability to represent the Department effectively over the phone and in person. The ability to follow department policies and procedures, to concentrate on tasks in the presence of distractions, to prepare reports, to type with speed and accuracy, and to interpret written instructions, proposals, reports and financial statements is required. This employee should possess excellent organizational, public relation, oral and written communication skills.

Minimum Qualifications

High School diploma or equivalent. A technical degree or some college credit in accounting/bookkeeping or a related field is preferred.

Proficient clerical skills including keyboarding.

Minimum one-year clerical experience, preferably in a customer-service environment.

Physical Requirements

Work is performed in an office environment and requires sitting, standing, walking, talking, listening and occasionally lifting objects weighing less than 25 pounds.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job. Revised, July 3rd, 2001.