

CITY OF FRUITLAND PARK

JOB DESCRIPTION

JOB TITLE: Utility Billing/Finance Clerk I/II

DEPARTMENT: Finance

REPORTS TO: Finance Director

NATURE OF WORK:

This is a highly skilled position that requires attention to detail. Involves processing utility accounts, setting up services, terminating services, utility billing, general billing and cash receipts for all departments, utilizing the City's municipal accounting software (Munis), daily reconciliation of accounts receivable, and various clerical and accounting related tasks. Work must be completed accurately and promptly. Must be proficient in typing, calculator use, and excel skills. Must be able to reconcile excel spreadsheets to daily reports. Length of time on the job differentiates between I and II.

PHYSICAL WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed in an air-conditioned office setting.

Must be able to sit at a computer for long periods of time.

PRIMARY RESPONSIBILITIES:

Process applications to establish and terminate City water service. Completes all steps in turn on and turn off procedures promptly.

Process utility and general billing utilizing the City's municipal accounting software and reconcile accounts receivable to the general ledger each day. Investigates and corrects any errors daily.

Receive payments, verify amount and record receipt, reconcile daily cash drawers (cash, checks, credit cards) to batch report and insure correctness.

Responsible for preparation and review of required reports for daily cash receipt report, AR Summary report, with appropriate back up

Maintain utility deposit listing and reconcile to general ledger

Process final billing, partial billings, and deposit refunds per Utility schedule.

Process nonpayment disconnects

Maintain application, termination, revenue, and cash receipt records files. Complete processes accurately and timely. File promptly.

Interact with the public both in person and via telephone, answering inquiries and providing general information concerning city services and operations. Must demonstrate professionalism in all conduct and interaction with customers and co-workers.

Assist Finance Director with preparation of budgets, financial statements or special assignments

Completes month end processing and month end reporting quickly and accurately.

Post penalties and process delinquent notices. Shut off accounts for nonpayment.

Completes month end processing and month end reporting quickly and accurately.

Reconcile department fuel tickets to City's monthly fuel invoice.

SECONDARY RESPONSIBILITIES:

Other clerical work includes typing correspondence, preparing and maintaining spreadsheets and reports, faxing (or emailing) documents.

Key budget requests and journal entries

Assist with reconciling bank statements

All other duties as deemed necessary

EDUCATION AND SKILLS REQUIRED:

Must possess a high school diploma or equivalent, with some college preferred

Knowledge of and successful accounting or accounting experience

Knowledge of Microsoft software, be proficient in excel and word

Ability to interact with the public and co-workers in a professional manner

SKILLS PREFERRED:

College level accounting and/or municipal experience preferred

Utility billing experience preferred

Ability to communicate both orally and with written word.