

Meiners Oaks Water District

Salary Range \$ 35,355 - \$ 42,974

Job Description Non-exempt

Accounts Receivable Clerk/Board Secretary

1) General Job Description

- Under the direction of the General Manager
- AR clerk must provide excellent customer service, process customer payments, entering them into the billing system and generating service orders for field personnel.
- AR clerk must also prepare daily bank deposits and perform other secretarial duties such as preparing for meter reading on a monthly basis.
- Other duties will include use and maintenance of current billing system, preparation and or generation of multiple reports for the General Manager.
- AR clerk will also be responsible for cashing in and out to prepare for each day.
- This job will also be required to cross train with the Office Administrator position for redundancy reasons.

2) Qualifications

- High School Diploma, GED, or Equivalent
- Must pass a fit for duty test prior to start date
- Ability to accurately type minimum of 40 wpm
- Applicant must have a High School diploma or GED
- Must know 10 key by touch
- Must have basic knowledge in MS Word and Excel

3) Basic Work Days and Hours

- 8:00 AM to 5:00 PM Monday through Friday
- Compensation is paid on an hourly basis
- Overtime paid for Board meetings

4) Physical Demands

- Sitting for long periods, standing, lifting, pushing, pulling, carrying (up to 25lbs.), kneeling, stooping, bending and squatting.

5) Other required skills

- Must have good attention to detail, good communication, and social skills, and the ability to work well with others
- Position requires excellent communication and writing skills including the ability to effectively communicate in both a written and verbal manner in English, with the constituents of the water district and other agency personnel.
- 6 Month Probation Period
- Rate of pay increases are based on merit and COLA
- Beginning pay rate will DOQ

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date