

JOB DESCRIPTION

	Billing Clerk/Secretary
<hr/> Employee Name	<hr/> Job Title
To Be Determined	Sewer
<hr/> Date of Employment	<hr/> Department
\$9.00/hr	Billing Manager
<hr/> Salary	<hr/> Title of Immediate Supervisor

Percentage Breakdown of Job Tasks

- 65% 1. Enter daily payments from customers into computer, manage files of Sewer District customers, do bank deposits of funds received. Help with mailing monthly bills & delinquent notices, set up new accounts and collect security deposits. Provide customer service to the District's customers.
- 15% 2. Maintain files regarding Sewer District permits, Notice of Violations, Water Samples, and prepare correspondence generated by Sewer District Inspectors.
- 20% 3. Perform receptionist duties, answer and direct phone calls, schedule inspection requests, receive payments for water samples and code books, etc to be turned into County Treasurer's office monthly.

Summary of Job Duties

This person's primary duties include but are not limited to daily entry of customer payments. Setting up new customer accounts. Sending out monthly bills and delinquency notices. Maintain proper accounting of User Rate reports including revenues, expenditures and certificates of deposit accounts. Responsible for accounts payable for materials or services in that they will be typing the warrants for payment of these expenses for Board of Director's approval. Perform customer service duties in answering questions regarding the sewer utility.

Serve as secretary and receptionist for the office. Receive and mail out Sewer District applications, permits and water test kits. Prepare correspondence generated by the Sewer District Inspector and mail out said correspondence. Maintain files in regards to Sewer District's permits issued including scanning into the computer. Prepare monthly reports for the Board of Directors in regard to revenues and expenses, inspector's reports, user rate report, and stream samples.

The Taney County Regional Sewer District is currently seeking Applications from qualified individuals for the position of a Temporary Secretary/Billing Clerk.

Duties of this position are as follows:

Be responsible for billing the Sewer District customers each month.
Be responsible for generation of reports concerning Sewer District reports.
Maintain accounts receivable and accounts payable for Sewer District accounts.
Be responsible for maintaining records regarding expenses and payments by the Utility Department.
Perform clerical duties for the Sewer District inspectors.
File and maintain records regarding application for Sewer District permits and Notice of Violations.
Meet and provide good customer service.

Applicants applying for this position must conform to the following qualifications:

Be a high school graduate
Possess good clerical skills
Be able to work with computers (Windows XP Business, Windows 7)
Be able to work in an office environment
Be able to work with the public on a daily basis
Be able to be bonded

The above job description in no way implies that these are the only duties to be performed by this employee. The employee selected is expected to perform other duties necessary for the effective operation of the department

At this time this position will be considered as temporary with no benefits. Starting salary will be \$9.00 per hour.

Resumes will be accepted until Friday, August 27, 2010 at 5:00 P.M. These may be submitted by hand at Sewer District office located at 207 David St. Forsyth, MO or by mail directed to the Taney County Regional Sewer District, PO Box 563, Forsyth, MO, 65653. Resumes submitted after this date will not be considered.