

CLASS TITLE: Secretary/Bookkeeper

ACCOUNTABLE TO: Manager

PRIMARY OBJECTIVE OF POSITION: Under general supervision, performs a variety of secretarial/bookkeeper work of moderate complexity. Work varies utilizing judgment within prescribed standards and procedures.

ESSENTIAL JOB FUNCTIONS: Ability to type and use a computer for bookkeeping for the water and sewer budgets, payroll, and water billing; meet the public, hear and speak with clarity, and use various office machines. Physical demands are limited involving sitting, bending, stooping, getting up and down to respond to a drive-up window, and some lifting up to 35#s, however reasonable accommodations can be made. Working conditions are controllable and performed in an office.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE: Performs duties of cashier, involving receipting of monies collected, checks out cash drawer daily, prepares bank deposits, writes checks for signatures, check reconciliation, and reports; provides information to public and to operational personnel; routes incoming and outgoing mail; operates various office machines including computer input; handles bookkeeping duties that include accounts payable, accounts receivable, general ledger data, financial reports, budget reports, payroll, tax reports, and deposits; waits on customers at the counter or at the drive up window; provides Notary Public services; and performs secretarial duties of the office.

Performs specific duties that includes serving as cashier, receipting of payments, and posting monies to appropriate accounts; prepares and mails water bills, collects and records payments, and monitors past due accounts; adjusts bills as may be appropriate with Managers approval; responds to customers complaints; maintains meter books, recording changes, and checks monthly readings for accuracy; prepares shut off lists and coordinates shut offs as necessary; schedules service calls; and other related duties.

Initiates routine daily, monthly, and annual Department operational and financial records for water and sewer and prepares tabulations and summaries; collects and receipts funds; position requires substantial contact with the public during collection period; work is performed in an office and hazards and discomforts are minor and controllable; physical demands are limited and reasonable accommodations can be made.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Graduation from high school or its equivalent, including courses in typing, filing, computers, and other secretarial functions, PLUS a minimum of two years demonstrable office experience. Computer knowledge and skills required.

EXAMPLE OF PERFORMANCE CRITERIA AND EXPECTATIONS:

Files and records are maintained in an orderly and appropriate manner;

Maintains office supplies and equipment with approval of manager;

CLASS TITLE: Secretary/Bookkeeper (continued)

Prepares water billing, collection and accounting of funds, maintains customer accounts, and is responsible for collection of delinquent accounts;

Establishes and maintains effective working relationships with fellow employees and the public;

May handle payroll, if not outsourced by the District. Handles accounts receivable, accounts payable, and carries out all other assigned duties effectively and efficiently;

Performs other duties as may be assigned.