



Accounting Clerk/ Cashier

Department: Water Utilities District

SUMMARY: Performs general clerical and financial record keeping functions and applies basic principles of accounting in support of accounting systems for assigned functional areas such as water utilities, accounts payable, accounts receivable, collections and cash management. Provides entry level support and work in billing, receiving and customer service.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Provide customer and administrative assistance by greeting customers, preparing required paperwork, answering inquiries, mailing correspondence, answering and directing telephone calls; process incoming mail, returned mail and address changes; send past due notices.

Post data to various ledgers, registers, journals, and logs according to established account classifications and procedures; perform a variety of general clerical duties including typing and maintaining files, records and supplies.

Receive payments from customers; prepare daily cash summary; balance daily monies received and assign to proper accounts; reconcile deposit to cash register and balance cash drawer.

Accept and write receipts for fees itemize them by account and balance daily account of monies with no receipts, and process receipts to cash register; prepare invoices for payment, enter invoices on computer to route to supervisor for approval.

Support the Water District's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City, District and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes.

General accounting, bookkeeping and cash handling practices and guidelines.

Practices and procedures of records maintenance and retention.

Skill in:

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work; communicating clearly and concisely; following instructions.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software and standard office equipment; proficient typing and data entry; accurate cash handling and money management.

Maintaining composure and working effectively under stress and when dealing with irate or difficult customers; meeting deadlines.

Providing quality customer service.

MINIMUM QUALIFICATIONS:

Must possess a high school or GED, and one (1) year paid fulltime office clerical accounting experience including statistical or financial record keeping, bookkeeping or working with financial databases or spreadsheets; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted:

Formerly: Account Clerk I

Revised: Jun, 2006; Aug, 2011; Nov, 2014; Sept. 2017