



**TITLE:** ACCOUNT CLERK 1  
**REPORTS TO:** General Manager  
**FLSA:** Non-Exempt  
**CONFIDENTIAL:** No  
**SALARY:** Depends on experience, Scale per San Miguel Employee Association MOU

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#### **SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None  
**INDIRECT:** None

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#### **MINIMUM QUALIFICATION REQUIREMENTS**

**EDUCATION:** Education equivalent to graduation from high school. Training in government accounting principles is desirable but not required.

Standard First Aid and CPR certification is required and will be provided by the District.

Must have a valid California Driver's License and be insurable through the District's insurance carrier.

**EXPERIENCE:** Minimum of two (2) years' experience working in an office setting performing a variety of tasks; including processing payments, working with customers, managing files, filing documents, providing administrative support, working with computer applications and databases. ability to effectively utilize a personal computer and various computer applications; and proven ability to organize and manage competing tasks and priorities. Bilingual Spanish highly desirable.

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee.

#### **CONTACT RESPONSIBILITY**

**INTERNAL:** Interaction with Board Clerk/Account Clerk Manager and General Manager to receive specific work assignments, general direction, and have results reviewed. Interaction with other District staff to provide/receive information.

**EXTERNAL:** Interaction with Board Directors, consultants, contractors, customers, vendors, and other agencies.

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#### **PHYSICAL REQUIREMENTS**

Good hearing, eyesight, and speech; able to tolerate long periods of continuous sitting; may, on an infrequent basis, lift up to fifty (50) pounds.

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#### **ENVIRONMENTAL CONDITIONS**

Work is primarily performed within an enclosed office setting with lighting and ventilation. Subject to conversational noise from other personnel within the facility, along with typical background noise found in an office environment. Subject to long periods of sitting and exposure to computer screen. When performing work outside the facility, subject to variable weather conditions and possible exposure to heavy equipment, dust, fumes, odor, and noise. Appropriate personal safety equipment is provided.

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#### **DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS**

Under the supervision of the Board Clerk/Account Clerk Manager, prepares and submits monthly utility bills per current procedures and policies, receive and process utility bill payments, answer telephones,

respond to inquiries made by the public, greet the public and make appropriate referrals, coordinate incoming/ outgoing mail, assist with the preparation for district meetings.

Must have excellent communication skill and be able to communicate clearly both verbally and in writing.

Must have knowledge of office procedures, practices, and equipment; must know how to write correspondence and assist in writing and proofreading reports; must be familiar with office computer equipment and familiarity with Microsoft Office software; and utility billing software experience is desirable; a working knowledge of utility and general accounting terminology is desirable.

Must have the ability to independently perform job duties and establish task priorities with minimum supervision; perform clerical bookkeeping for Utility service accounts, secretarial duties, and independently complete routine administrative tasks; compose correspondence; interact with the public, co-workers, and vendors tactfully and courteously; maintain confidentiality on issues consistent with the District's rules, regulations, and applicable law; and operate automated office and communication equipment, including computers, printers, scanners, fax machines, copy machines, telephones, and other office equipment.

### **% TIME TASKS**

#### **70% Billing**

- Prepares bank deposit for monies received from various sources
- Processes applications for new utility customers;
- Produces and sends water and sewer bills to residents based on meter reads for water and sewer usage;
- Processes Point N Pay credit card daily;
- Drafts water and sewer rental deposit agreements and reports;
- Maintains adjustment journals for water accounts;
- Maintains and processes journal vouchers thru Utility Billing and Permitting Software;
- Drafts cash receipts and billing summaries;
- Maintains records for monthly water and sewer usage totals, and billing totals;
- Maintains accounts receivables;
- Processes payments from residents for water or sewer billing
- Contacts customers regarding delinquent water or sewer billing
- Complies with legal requirements to terminate utility services.

#### **30% General Administrative Support**

- Assist with the maintenance of the District website;
- Provides administrative and project support for District projects;
- Answers inquiries involving department procedures, activities, and functions;
- Assist in scheduling and coordinating meetings, appointments, and events, including the completion of event registration and travel arrangements;
- Edits and proofreads department memos, reports, policies, and Board-related correspondence;
- Performs copying, faxing, filing, and other administrative tasks;
- Assists District personnel with meeting preparation, set-up, and clean-up;
- Organizes outgoing mail;
- Provides support for all District personnel.

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#### **DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

Performs all related duties, as assigned by the Board Clerk/Account Clerk Manager and General Manager.