

WANTED CITY OF HARVARD WATER BILLING CLERK

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Apply by 01/31/2024

At 201 W. Diggins Harvard, Il. 60033

The City of Harvard, IL, is seeking a responsible and energetic individual to assist the Administration Department to serve as the Water Billing Clerk. The Water Billing Clerk serves in a strong customer service role to assist residents and the public and processes payments for services provided by the City.

This position is responsible for maintaining the records of the Water and Sewer utility customers, which includes meter reading, billing, payment posting, consumption history, sewer billing, and is required to perform a variety of clerical tasks.

Primary responsibilities will include processing the utility bills and handling aspects of utility billing, including balancing and reconciling the daily receipts for deposit and responding to customer inquiries which pertain to billing, and investigates any discrepancies; calculates, enters, and prepares adjusted bills due to meter reading and/or other errors.

The candidate's education and experience shall include a high school diploma or general education degree (GED) supplemented by training in typing, one to two years of clerical or data entry experience; or equivalent combination of education and experience. Experience working for a city is preferred. Bi-lingual/Bi-literate preferred.

The successful candidate will possess the following characteristics and abilities: ability to deal with the public tactfully and courteously, ability to use a variety of computer programs such as Microsoft Word and Excel.

The salary range for the position is set by the Union contract. All applicants must be able to work 8:00 a.m. to 5:00 p.m., Monday through Friday.

Comprehensive benefit package including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, paid sick, vacation, and holiday time, Workers' Compensation Insurance, and more.

The City will continue to accept applications until January 31, 2024. Qualified candidates will be interviewed as applications are received. Harvard is an Equal Employment Opportunity Employer

WATER BILLING CLERK

JOB SUMMARY:

Under the supervision of the Mayor and City Administrator, the Water Billing Clerk performs routine clerical tasks and specialized accounting operations related to maintaining the records of the Water and Sewer utility customers, which include meter reading, billing, payment posting, consumption history, water and sewer billing. Other duties include, but are not limited to, answering phone calls and providing customer assistance.

GENERAL DUTIES AND RESPONSIBILITIES:

1. Prepare, organize, enter, balance, process reports, and post to general ledger vouchers, billing data, receipts data, as applicable to maintain the City's general ledger including cash receipts, water/sewer billing, and other municipal billing information associated with accounts receivables.
2. Responsible for receiving and answering inquiries related to the Water/Sewer billing and general City questions.
3. Problem solving and responds to inquiries relating to assigned journals.
4. Coordinates with Department of Public Works all water related issues, including water shut offs, final water reads, and work orders.
5. Performs cashier duties at the front counter and balances cash register on a daily basis.
6. Complete tasks associated with delinquent accounts and report the same to the City Administrator.
7. Report any discrepancies in accounts to the Mayor and City Administrator.
8. Bi-lingual/Bi-literate preferred but not required.
9. All other duties as assigned.

MINIMUM QUALIFICATIONS:

- A high school diploma or general education degree (GED).
- One to two years of clerical or data entry experience.
- Knowledge of modern clerical-accounting practices.
- Ability to use office machines such as computers, accounting software, copy machine.
- Ability to add and subtract numbers and to multiply, and divide using units of American currency.
- A combination of relevant education and experience which demonstrates the skills, knowledge and abilities required to perform the job will be considered.

PHYSICAL and OTHER ABILITIES REQUIRED:

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

- **Environment:** Primarily office environment; some travel to read meters; inclement weather conditions.
- **Mobility:** Walking, standing, climbing, or sitting for prolonged periods of time; operating motorized vehicles; able to lift and/or move up to 25 pounds.
- **Vision:** Specific vision abilities required by this job include close vision and the ability to adjust focus.