

Utility Billing & Accounting Clerk

The Town of Rising Sun would like to offer an exciting opportunity to an enthusiastic and results oriented team builder to fill the position of Utility Billing and Accounting Clerk to the Town of Rising Sun.

This skilled administrative professional, shall start out as Utility Billing and Accounting Clerk with the potential to grow into the Town's Chief Financial Treasure in the future. The individual shall be a self-motivated strategic thinker, highly creative, resourceful and possess diverse analytical/problem solving and decision making abilities. The individual shall be computer savvy, detailed and highly organized with excellent communication and interpersonal skills with exceptional integrity. Working closely with Town Administrator, This a basic level financial level administrative position with the Town of Rising Sun, performing basic level processing of accounts payable, receivables, purchase orders and invoicing. Charged with daily reconciliations and deposits of utility billing, building permits and general daily service fees collected. Responsible for providing accounting and auditing support to Town Treasurer. Responsible for purchasing of general administration material & supplies. Assist with Human Resources management, benefits and healthcare issues. Assist with processing of payroll and building permits. Oversees monthly utility billing and water meter monitoring and tracking, utility shut offs and settlement conformations. Experience in municipal government or community based organizations a plus, focus and commitment to confidentiality required.

Duties include but are not limited to handling technical, supervisory, and administrative matters to include coordinating schedules, preparing letters/documents, answering phones, arranging meetings, grant procurement, project management, resource development, and website management. Salary in the low to mid 30's and commensurate with experience. The Town of Rising Sun offers a competitive benefits package, retirement plan, job related training and opportunities to develop and grow individual skills in the pursuit of a lasting career with the Town. A copy of the job description are available on the Town Website www.risingsunmd.org, or on facebook at *Town of Rising Sun MD- Official* or by telephone at (410) 658-5353.

Please submit letter of interest and comprehensive resume with past 5 year salary history received or post marked no later than 12/20/13 to: Town of Rising Sun, Attn: Calvin A Bonenberger Jr, Town Administrator, 1 East Main Street, P.O. Box 456, Rising Sun, MD 21911; or by email at tabonenberger@risingsunmd.org. EOE

TOWN OF RISING SUN JOB DESCRIPTION

POSITION DESCRIPTION –Utility Billing & Accounting Clerk.

Note: This job description is a general summary of the position and is subject to change and or modification, at the discretion of the Town.

THE ORGANIZATION--The Town of Rising Sun is a governmental organization. It is a community of about 2,800 people in Northeastern Maryland – immediately to the west of Delaware and just South of the Pennsylvania boarder. It is governed by a Mayor and 4 individuals serving as a Board of Commissioners. The day to day operations of the Town are managed by a paid Town Administrator.

REPORTING RELATIONSHIPS --The Utility Billing & Accounting Clerk will report to the Town Administrator, with general oversight by the Office Manager.

POSITION SUMMARY – This a basic level financial level administrative position with the Town of Rising Sun, performing basic level processing of accounts payable, receivables, purchase orders and invoicing. Charged with daily reconciliations and deposits of utility billing, building permits and general daily service fees collected. Responsible for providing accounting and auditing support to Town Treasurer. Responsible for purchasing of general administration material & supplies. Assist with Human Resources management, benefits and healthcare issues. Assist with processing of payroll and building permits. Oversees monthly utility billing and water meter monitoring and tracking, utility shut offs and settlement conformations.

WORK ENVIRONMENT - The general working environment for the position is sedentary in nature, requiring the exertion of up to 25 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; adequate hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of

work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

CANDIDATE PROFILE -- The ideal candidate shall have:

1. A working knowledge and enthusiastic understanding of Local Municipal Government and the role it plays in the quality of life of residents. The ideal candidate will also understand the importance of relationships between the citizens, elected body and staff; and shall further work to enhance and facilitate the performance of all task associated with the Administration, Organization and Management of Town business.
2. Experience and understanding of general accounting and financial principles and will be able to work independently with little or no supervision.
3. The ability and discipline to maintain high levels of confidentiality and professionalism.
4. Outstanding organizational skills and a strong attention to details.
5. Excellent interpersonal skills, be flexible and enjoy the administrative challenges of supporting a small office of diverse people and programs.
6. The ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining poised, proactive, resourceful and efficient, with a high level of professionalism.
7. General knowledge and understanding of the role and importance of following the Town Charter, Code and Ordinances.
8. Expert level oral and written communication skills and the ability to exercise tact in stressful situations.
9. The ability to prepare and maintain Town records and develop related reports.
10. Skills in operating office computer equipment and automated

database applications, such as Microsoft Word, Excel, Access, Outlook; and the ability to learn and become proficient with various Financial and Tax management data bases, Permitting and Licensing software, and other relevant programs.

11. Skills in operating a wide range of office machines such as photocopiers/scanners/faxes, computers, shredders, postage, mailing and similar type machines.
12. The ability to work independently and efficiently with only minimum instruction and guidance.
13. Skills in reading, understanding, interpreting and applying various rules, regulations, policies, procedures and ordinances.
14. Ability to type effectively and efficiently.
15. Good aptitude for figures and record keeping, with a general understanding of the creation and operation of spread sheets.
16. Ability to take initiative on specific issues and identify items that need to be addressed.
17. Ability to effectively plan, organize and prioritize work.
18. Considerable knowledge of office practices and procedures.
19. Ability to establish and maintain effective working relationships with other employees, contractors, property owners, vendors, the elected body and members of the public.

Illustrative Examples of Work: Duties and assignments are varied and require the application of independent thinking, initiative, enthusiasm and organization, as well as advanced problem solving abilities. Work involves daily contact with residents, members of the business community, the general public as well as frequent interaction with all levels of Town staff.

The following represent some, but not all of the types of duties and assignments that the individual maybe assigned They are generally divided into seven (7) main categories:

1. Utility Billing & Accounting

- a) Overseer's Utility billing system and software, works with vendors to correct problems and resolves issues with support staff as billing issues occur.
- b) Develops daily reconciliation and proper tracking files of utility transactions and to include check off and verification of each employee handling the utility billing and collection process.
- c) Reconciles the daily log submittals of all support personnel handling the daily utility and collection process. Confirms consistency in reporting, produces final tally sheets and sends to the Town Treasure for further reconciliation against bank records.
- d) Processes daily deposit slips, arranges for money to be delivered to bank. charges revenue to the proper accounts and reports such to the Town Treasurer.
- e) Maintains accounting records by making copies; filing documents.
- f) Maintains accounting databases by entering data into the computer; processing backups.
- g) Verifies financial reports by running performance analysis software program.
- h) Protects organization's value by keeping information confidential.
- i) Updates job knowledge by participating in educational opportunities.
- j) Accomplishes accounting and organization mission by completing related results as needed.
- k) Perform accounting and clerical functions to support supervisors.
- l) Works with the Town Treasurer to research, track, and resolve accounting problems.
- m) Compile and sort invoices and checks.
- n) Processes daily purchase orders and approvals for Town Administrator signature. Making sure that all department head signatures are in place, all supporting documentation

is accounted for, and all expenses charged to the proper accounts.

- o) Coordinates and schedules check signing with the Treasurer.
- p) File and organize all financial records in the Town's care for access to annual town audits.

2. **Administrative Operations and Support:** The Utility Billing and Accounting Clerk shall undertake a range of functions to make sure the administration activities of the Town run smoothly, providing support to the Town Administrator, through the administrative oversight and or actual performance of any or all of the following, but not limited to task as directed:

- a. Organizes monitors and coordinates the Town Utility Billing System
- b. Prepares correspondence, memoranda and reports from rough draft copy and verbal instructions. Uses some discretion as to format and assembly.
- c. Performs and or oversee the performance of varied administrative and clerical duties.
- d. Attends and take minutes of meetings, both in the office and at other locations in the absence of other support staff.
- e. Facilitates and maintains good sound communication between the Town Administrator and the Elected body.
- f. Writes business letters, reports or office memoranda using word-processing equipment.
- g. Participates in the preparation of information packets related to financial reporting , to include packaging for distribution and or delivery as required, for Town Meetings, Special Meetings, Public Meetings and other meetings as directed.
- h. Reviews and answer correspondence as assigned by the

Town Administrator.

- i. Represent Town Administrator at meetings, seminars and other Town events as directed.
- j. Communicates with consultants, contractors and other service providers on various topics as assigned by the Town Administrator.
- k. May also train and supervise lower-level clerical staff.
- l. Performs other duties as required or assignments that are reasonably within the scope of the duties enumerated above.
- m. Works with the Town Administrator to see that the Town offers the maximum level of Quality, Effective and Efficient local government services to the benefit of residents.

2- **Building, Zoning and Planning:** Works with other staff to insure that all applications for building permits, special exceptions, variances, conditional uses and land development applications are properly collected and processed for staff review. Typical duties may include:

- a. When needed, receives all building permit, zoning, planning and land development applications. Ensures that all required information is submitted; tracks time of receipt; forwards to code staff for review; contacts applicant(s) as directed for additional information and or clarification; and processes approved/denied applications.
- b. Ensures that records, files and correspondences from all Zoning, Planning and Code enforcement activities, to include all related databases, are properly maintained and updated. Generates permit and license status reports on a monthly basis.
- c. Assist in the proper filing and record keeping of Building, Planning, Zoning and Land Development documents.
- d. As outlined by the Town Administrator, provides general

technical support for code related questions in the absence of the Town Administrator and or code staff.

- e. Provides clerical support to the Planning and Zoning Board and the Board of Appeals; prepares and distributes hearing notices to residents and places advertisements in the area newspapers.

3. Records and File Management.

- a. Assist in the organization and oversight of the continued maintenance of office files and records, in a system which allows discretion in the proper sorting and placement of materials in files; maintains appropriate controls over materials removed from files.
- b. Organizes and oversees the continued maintenance of management information systems (manual or computerized), file papers and documents so that they can be easily found when needed.
- c. Performs and or oversees data entry tasks; to include simple bookkeeping and record posting if directed.

4. Employee Relations & Benefits.

- a. Processes Payroll for approval of the Town Administrator and submittal to Treasurer for payment.

5. Reception - General Public.

- a. Answer telephone enquiries, attends to visitors and direct inquiries to the appropriate departments and or staff as needed.
- b. Makes and records appointments for visitors wishing to meet with Mayor, Commissioners and or Town Administrator.

6. Citizen Complaints/Problems.

- a. Ensures that resident inquiries, complaints and requests are directed to the appropriate departments. Establishes

and maintains a "log" of such matters, and ensures that the Town Administrator receives copies of same, and is given timely progress reports on resolution of all resident complaints and requests.

- b. Oversees and monitors the administrative process of Citizen Request for Action. Monitors and tracks all such request, ensures that they are properly logged and are forwarded to the Town Administrator for staff assignment.
- c. All complaints considered to be unusual, or clearly requiring the attention of the Town Administrator, will be forwarded to the Town Administrator on the approved Complaint Form, and by telephone, if the Town Administrator is not in Town Hall.

7. Community Outreach, Newsletter Web Site & Social Media Management

- a. Assist as needed with web site & social media management to include the collection and posting of materials and information related to finances.

EDUCATION AND EXPERIENCE -- The ideal candidate will have:

- 1. Education equivalent to graduation from a standard high school.
- 2. Minimum of five years' of financial experience in office administration and or environment.

WORK HOURS -- 8:00 AM until 4:30 PM or as determined by the Town Administrator. In addition, there will be some after hours meetings, that will be handled in accordance to the personnel manual.

BENEFITS -- As contained in Employee Handbook.

ANNUAL SALARY --

Low to mid \$30,000's

TRAINING & EDUCATION -- At the discretion of the Town Administrator, and as provided for in the annual budget, the Town will provide the necessary fees for approved training classes, seminars and certifications relevant to the position.