

## Utility Billing Clerk/Accounts Payable Clerk

### Billing Clerk

On a daily basis, the billing clerk creates and final out water bill accounts. They will answer resident's questions regarding their bill such as high usage and possible leaks and take water bill payments.

After meter reading books are turned in, the clerk will enter all the readings in the computer. Then a report will be generated with unusual water usage. This is then sent out to be re read by another individual. Once this is done, the report will be returned to the billing clerk where reading adjustments will be done or high usage letters will be sent out.

On penalty day, all the water bill payments in the drop box must be posted before 8 A.M. A report will be generated to show all unpaid water bill accounts. The penalty cost will be added to these accounts. Bills will be printed for all the unpaid accounts. These are then stuffed in envelopes and taken to the post office.

On "Cut off Day", all water bill payments in the drop box must be posted before 8 A.M. A report will be generated showing the unpaid water bill accounts. The service fee will be manually added to all these accounts. A new report will be generated showing these unpaid accounts. This list will be given to the meter reader to turn the water off.

On billing day, the water bills are printed. They are then separated into multiple mailing categories. Segregate all water bills that are an ACH account.

- Deposits are applied to accounts to be finalized.
- Add all dollars amount of the ACH accounts together. Run report to make sure the dollar amounts match. Process an ACH batch for the bank & submit the batch on the bank's website.
- Stuff the remaining water bills into envelopes. These are then physically counted and paperwork with the count and postage dollar amount is filled out. The postage amount is logged to keep track of how much postage is on our account. The water bills are then taken to the post office.
- Run reports to create monthly bills for Air Evac, trash, and Foss.
- After balancing is done for the day, the entire months water bill payments must be balanced. The total must match the ending balance in the computer system.

The day after billing, the ACH batch needs to be posted in the computer. Then these water bills need to be mailed to the residents requesting a copy.

Other duties include invoicing residents for meter set up and sewer truck runs to other towns. The clerk also enters in the system yearly increases for water, sewer, and trash. The clerk also prepares list of unpaid accounts that are ready to be turned over to the collection agency.

### **Accounts Payable Clerk**

The Accounts payable Clerk enters all the monthly P.O.'s submitted by the department heads. They pay all the standing monthly bills. On all other bills, the clerk must verify that the statements are correct with the department heads before paying. Sometimes the vendor must be contacted for copies of invoices or discrepancies.

The Accounts Payable Clerk also calculates and pays the monthly sales tax for the Golf course and swimming pool. They also complete and submit monthly reports to OWRB. This clerk also keeps track of funds available in special accounts such as Insurance reimbursement and FEMA funds. The clerk will also help in closing out the FY. They must make sure everything from that year is paid and all open P.O.'s are closed out. They also file the claims after fully processed.

Other duties include:

- Answer phones
- Taking court & water bill payments
- Balance cash drawer, complete daily balance sheet and deposit on payment received that day
- Logging cemetery information into the record books and keeping a log that will be uploaded into the computer
- Create cemetery deeds, dog tag registrations, Beer & Liquor Licenses and Occupational Licenses, etc
- Keeps log of dog tag registration, Occupational Licenses and Beer & Liquor Licenses
- Prepare Agenda packets for the City Council Meetings
- Track payments received on various invoices sent out from City Hall
- Send out monthly invoices for hangar rent and take payments received

- Send out invoices for misc services including fire calls, fire inspections and water sales. The clerk will also keep track of payment
- Calculate cost and send invoices on mowing abatements. They will also track payments made and send to tax roll when payments are not made. From the accounts turned over for tax roll, a list will be created and submitted to the County Clerk so the unpaid balances will be add to the property owner 's taxes.
- Post water bills that come in the daily mail
- Verify and create deposits for the Golf course and swimming pool
- Help clean City Hall
- Cover for the City Clerk at City Council meetings when needed
- Cover for the Court Clerk at city court when needed
- Assist City Clerk and Court Clerk with other duties as needed