

**VILLAGE OF SPARTA
JOB DESCRIPTION**

ACCOUNTS PAYABLE/UTILITY BILLING CLERK

Supervised By: Finance Director/Treasurer

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Finance Director/Treasurer, performs a variety of account keeping functions associated with utility billing, accounts payable, and miscellaneous receivables.

Maintains utility accounts, prepares billings, processes payments, and assists customers with billing information and requests.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Administers utility billing process. Enters meter readings, generates reports, reviews data for irregularities and omissions, and audits for accuracy. Identifies unusual usage patterns and orders re-reads. Prepares, prints, and mails monthly water bills including e-bills.
2. For outstanding receivables, prepares delinquent notices and assigns penalties. Prepares list of delinquent water bills to be added to the tax roll as necessary.
3. Responds to all utility billing related inquiries made by phone and in person, providing necessary forms, reviewing paperwork, and taking appropriate action to resolve questions or concerns. Submits service requests and refers unique or complex inquiries to the appropriate person.
4. Schedules utility-related work order appointments and coordinates completion with the Department of Public Works.
5. Processes accounts payable. Sorts and codes invoices, investigates conflicting information, and obtains appropriate invoice approvals. Prepares check run, performs data entry of invoice data, records payments, and prints and mails checks.
6. Maintains accounts payable records, accounts, and spreadsheets
7. Updates and maintains vendor data. Follows up with vendors for missing information and responds to vendor questions as needed.

8. Generates special billings and miscellaneous receivables as needed. Follows-up on overdue accounts receivables according to established procedures.
9. Serves as a back up to other department functions. Provides back up assistance to the counter and phones, receives and posts payments for taxes, water and sewer charges, licenses and permits and other services.
10. Responds to standard inquiries and provides general information to citizens regarding Village operations, policies and procedures. Resolves routine issues independently and refers more complex situations to the appropriate party.
11. Keeps abreast of modern developments and evolving issues in utility billing/accounts payable through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Associate's Degree in accounting or similar field and two years of bookkeeping, accounting, or related work experience.
- The Village, at its discretion, may consider an alternative combination of formal education and work experience.
- Good knowledge of the principles and practices of payroll, utility billing, and bookkeeping.
- Knowledge of the principles and practices of municipal finance and fund accounting.
- Knowledge of Village services, organizational structure and general operations to effectively direct and assist the public.
- Skill in maintaining accurate records and generating detailed reports.
- Skill in the use of office equipment and technology, including Microsoft Suite applications and specialized financial and utilities software; and the ability to master new technologies.
- Ability to communicate effectively and present ideas and concepts orally and in writing.
- Ability to prepare accurate records, reports, and ledgers.

- Ability to type, enter data, and complete mathematical computations with speed and accuracy.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, Village officials, professional contacts, community leaders, the media, and the public.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, if needed, for office employees required to lift or move objects that exceed this weight.

While performing the duties of this job, the employee regularly works in a business office setting. The noise level in the work environment is usually quiet and sometimes moderate.