

DEPUTY CLERK/ACCOUNTS RECEIVABLE

PRIMARY DUTIES:

1. Receipts monies from all revenue sources, including utility bills and applies payments to applicable accounts. Prepares utility billings in absence of Service Department Administrative Assistant.
2. Responsible for the day-to-day management of the front desk, including telephone calls, greeting residents, handling routine inquiries from the public and/or vendors as well as rental facility reservations, sorting and distributing mail to respective departments.
3. Occasionally serves as a backup for Clerk of Council. Those duties include preparation of correspondence, meeting notices, agendas, and the record of minutes, records retention.
4. Other duties as assigned.

ESSENTIAL FUNCTIONS REQUIRED FOR FUNDAMENTAL DUTIES:

- Ability to handle routine telephone calls and interact with the public in a professional, courteous manner.
- Ability to follow instructions and coordinate a multitude of projects simultaneously.
- Demonstrate a willingness and ability to become proficient in the use of computers and software applications.
- Basic math skills; effective communication and writing skills.

EDUCATION:

High School graduate.

EXPERIENCE:

Prefer related work experience in government environment.

Adopted by Civil Service: