

**City of Prineville**  
**Part-time Utility Clerk**  
**Utility front desk**

**Position Summary:**

The responsibilities of the utility clerk revolve around customer service. They perform routine clerical, bookkeeping, accounting, and administrative work in assisting with the duties of managing the accounts receivable for water and sewer utilities.

**Position Status:** \_\_\_\_\_ exempt     non-exempt

**Reports to:** Finance Director and Accounting Supervisor

**Essential Functions:**

- Responsible for timeliness and accuracy in all areas of responsibility.
- Provides reception services at city hall by answering telephone, fax machine, public works radio/cell phones and personal inquiries.
- Receives utility payments and other revenue payments; posts in Cash Receipting program to General Ledger.
- Upload and post daily lockbox payments
- Prepares and balances daily deposits.
- Operate various office machines such as computers, calculators, typewriters, copy machines, and fax machines.
- Handle other bookkeeping and accounting functions when required.
- Provides clerical support to other finance staff as required.
- Maintains his/her own cash box.
- Other duties as assigned

**Qualification Requirements**

**Knowledge, Skills & Abilities**

- Knowledge of business English, spelling and arithmetic.
- Knowledge of office practices, procedures and use of standard office machines.
- Knowledge of bookkeeping principles and practices.
- Knowledge of computer/MS Word & Excel processing data input procedures and e-mail.
- Providing good customer service to public and employees.
- Accurate record keeping, organization and maintenance of City files.
- Make routine arithmetic computations and tabulations accurately and with reasonable speed.
- Understand and carry out oral and written instructions.
- Communicate effectively verbally and in writing.
- Must multi-task extremely well, frequently changing tasks while maintaining good customer service & timely follow up.
- Work under pressure and/or frequent interruptions.

**Special requirement/licenses:** None

**Education/Experience required:**

High school graduate or GED recipient. Prefer prior bookkeeping and office experience of one year or more.

**Supervisory Responsibilities:** None

**Working Conditions:**

While performing the duties of this position, the employee is regularly required to stand, walk and sit. You may be required to lift and/or more up to 50 lbs. Good vision is required.

The work environment is the usual office setting. The noise level is typically similar to general office work with telephones, personal interruptions and background noises. The work is performed in a temperature-controlled, well-lit office.

4-19-16