

ACCOUNTING ASSISTANT I-UTILITY CLERK  
CITY OF CHELAN, WASHINGTON

City of Chelan's fast paced Finance Department is accepting applications for the position of Accounting Assistant I-Utility Clerk. This critical team member position, with career growth potential is Full-Time with benefits.

Candidates should have a willingness to learn, open to cross-training and attention to detail. Spanish speaking bilingual candidate is desired.

APPLICATION PROCESS/DEADLINE: Letter of intent, resume and completed application are required. Position is open until filled. First review applications will be accepted until October 29, 2021. To download application please visit <https://cityofchelan.us/employment/>

Submit To: Chelan City Clerk, PO Box 1669, Chelan WA 98816. Contact the City Clerk at (509) 682-8019 or at [pgallucci@cityofchelan.us](mailto:pgallucci@cityofchelan.us)

## CITY OF CHELAN JOB DESCRIPTION

**TITLE:**                    **ACCOUNTING ASSISTANT I- UTILITY CLERK**

DEPARTMENT:        Finance

REPORTS TO:        Senior Accountant/Business Manager

SUPERVISES:        None

ADOPTED/REVISED DATE:        SALARY GRADE: 18 (\$3,804-\$4,566 DOE)

### **POSITION PURPOSE/SUMMARY**

This position has primary responsibility for accurate billing and receipting of City Utility Customers and Receptionist Duties and performs a variety of accounting duties.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations.
- Develops new City utility accounts and maintains and audits current accounts.
- Processes water and garbage route information
- Processes meter readings, billings, and customer accounts
  - Reviews prepared bills prior to mailing to ensure a high degree of accuracy.
- Sorts and sends out water/sewer/sanitation bills.
- Responds to inquiries regarding fees, delinquencies, disconnections, re-reads, and general procedural information.
- Prepare and review delinquency notices prior to mailing.
- Coordinate commercial sanitation services with Public Works.
- Maintains customer account information in an orderly, efficient manner to support actual billings and other activities. Maintains data base of garbage and water sequence numbers for cross reference.
- Prepares reports as required.
- Assists with Receptionist/Cashier's duties
- Performs other duties as needed.

### **WORKING CONDITIONS**

Work is generally performed while standing or sitting, in an office environment, with a computer and telephone. Some lifting of forms and small equipment is required.

### **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Knowledge of office practices, procedures, and equipment.
- Knowledge of business English, composition, spelling and punctuation.

- Knowledge of generally accepted accounting principles (GAAP)
- Knowledge of the State of Washington Budgeting, Accounting and Reporting System (BARS)
- Ability to operate the telephone in a clear, well-modulated voice using good diction.
- Ability to understand and correctly execute verbal and written instructions.
- Ability to prioritize assignments and work independently.
- Ability to operate office equipment such as an adding machine, photocopier, and personal computer with respect to word processing, electronic spreadsheets, basic database management and integrated accounting software.
- Ability to accurately prepare and maintain correspondence, files, reports and statistical information.
- Ability to establish and maintain effective working relationships with co-workers, other organizations, and the public.
- Willingness to be flexible with schedule and assigned projects.
- Ability to work well under pressure.
- Must be oriented towards community service and be sensitive to the public process.

### **QUALIFICATIONS REQUIRED**

Minimum of one-year computer experience utilizing Microsoft products, including Word and Excel, with an emphasis on basic spreadsheet applications.

Experience in a general office setting using office machinery and equipment, including postage machines, fax, and multi-line telephone systems.

High school diploma or General Educational Development (GED), Valid Washington State Driver's License with driving record free from serious or frequent violation.

Spanish speaking bilingual candidate desired.

First Application review October 29, 2021. Position open until filled.

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The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to

otherwise balance the workload.