

New Holstein Utilities Job Description

Accounting Clerk

ACCOUNTABILITY

Under the direction of the New Holstein Utilities Commission, and accountable to the Office Manager and General Manager, the person in this position is responsible for a wide range of activities including accounting, payroll and customer service. Responsibilities include but are not limited to the following:

ACCOUNTING

Responsible for maintaining accurate accounting of revenue from daily utility payments; making daily deposits of revenues to each of the Utility bank accounts; maintain accurate accounting of savings, checking and investments of each Utility department; process accounts payable bills for payment as well as preparing a monthly detail listing for the Utilities Commission meetings; prepare and enter most monthly bookkeeping transactions; complete necessary functions to transfer these entries into the general ledger, run trial balance, operating statements and financial reports; prepare and scan documents into the document management system; enter and process payroll.

OFFICE ASSISTANT

Process and sort daily mail; assist in managing telephone traffic for each utility; process customer rebates; record and process monthly and annual Department of Natural Resources water samples and associated reporting; other duties as assigned by the Office Manager or General Manager.

BILLING

Serve as backup to the Billing Clerk; prepare, record and mail miscellaneous billings; process customer requests for change of address; reprint utility bills as needed.

RECEPTIONIST

Greets and offers assistance to persons entering City Hall; process daily intake of utility payments from multiple sources including walk-in customers; assists in resolving customer complaints and/or concerns.

REQUIRED EXPERIENCE AND KNOWLEDGE

Requires an Associate Degree in accounting/bookkeeping or equivalent work experience in the accounting or bookkeeping field. Proficient computer skills including accounting software, Excel, and Word are required.