

**POSITION DESCRIPTION
TOWN OF ARGOS**



POSITION: Billing Clerk
SUPERVISOR: Deputy Clerk/Office Manager
STATUS: Fulltime/Part-time **FLSA STATUS:** Non-Exempt

The Town of Argos provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless those accommodations would present an undue hardship.

JOB SUMMARY: Provide office and clerical assistance for the Town of Argos Clerk's office and Deputy Clerk.

ESSENTIAL FUNCTIONS:

- Provides general administrative support to the Clerk-Treasurers office.
- Receives telephone calls and citizen inquiries concerning utility billing, services and town information.
- Receives and processes utility payments to the proper account.
- Balances payments and prepares bank deposits daily.
- Answer over-the counter inquiries and complaints, where possible, or refer customers to the appropriate person.
- File and organize records.
- Assists new residents in completing utility applications.
- Assists in the preparation and mailing of utility bills and penalty notices.
- Processes mail.
- Maintains schedule of park rentals and collection of fees/deposits.
- Upload meter readings from Tantalus site.
- Performs monthly utility billing and penalties.
- Creates accounts for new customers.
- Finalizes accounts for discontinued customers.
- Performs other duties and/or special projects as assigned.

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers and technology; working knowledge of modern office practices and procedures.
- Ability to use basic office equipment including but not limited to; computer, copy machine, 10-key calculator, telephone, email, Microsoft Office software.
- Ability to enter data accurately; ability to establish effective working relationships with employees and supervisors; ability to work efficiently.
- Ability to handle multiple tasks simultaneously and meet deadlines.
- Ability to work with the public.

EDUCATION AND/OR EXPERIENCE:

- Graduation from high school or GED equivalent required. Accommodation may be made for high school students in a work study program.
- Some college coursework in business, accounting or related fields is preferred.
- Previous office experience in a fast-paced environment preferred.

PHYSICAL DEMANDS:

- Prolonged periods of sitting at a desk and working on a computer.
- Will occasionally lift and/or move up to 50 lbs.
- Ability to sit and stand for periods of time.
- Must be able to access and navigate facility.
- Ability to perform focused work with close attention to detail.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Billing Clerk describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

() NO () YES

Applicant/Employee Signature

Date

Print Name