



## **JOB DESCRIPTION**

### **UTILITIES CLERK**

POSITION TITLE:	UTILITIES CLERK
REPORTS TO:	DIRECTOR OF FINANCE AND SYSTEMS
REVISION DATE:	FEBRUARY 2008

### **POSITION SUMMARY**

**The Utilities Clerk is responsible to compute, classify, record, and verify numerical data for use in maintaining accurate Utility account records. The position performs all duties normally associated in maintaining accurate utility records.**

### **Job Requirements**

The requirements for the Utilities Clerk may include all or some of the following:

1. Verify and post details of utility payment transactions.
2. Verify and post details of all on-line payments, including tax and receivable payments.
3. Maintain computerized files of all utility clients including the registration of new clients
4. Invoice utility bills, on a bi-monthly basis, to clients and the subsequent preparation of the receivables.
5. Prepare and collate newsletter for inclusion with the utility bills.
6. Administer the pre-authorized Monthly Utility payment process (monthly process of payments as well as annual updates including advertisement of service and addition of new clients).
7. Prepare warning notices and subsequent financial cuts for delinquent utility accounts.
8. Preparation of adjustment and journal entries
9. Work closely with the accounting department
10. Coordinate with the Electrical provider (ENMAX) as necessary to provide the required information and updates on meter management.

**Job Requirements –cont'd**

11. Co-ordinate with the Electrical provider (ENMAX) and the electrical department in the preparation and distribution of warning notices, and electrical load-limiters, disconnects and reconnects as required.
12. Assist with general office duties, answer phones, provide front counter service, answer inquiries
13. Complete other duties that maybe assigned from time to time by the Department Supervisor.

**Job Qualification Requirements**

1. Must be able to maintain confidentiality on all matters of the Municipality.
2. Successful completion of Grade 12, supplemented by a post-secondary education or equivalent experience.
3. Ability to receive oral or written instructions from Supervisor and perform tasks with a minimum of supervision.
4. Ability to perform a wide range of mathematical functions.
5. Ability to read, write, interpret and comprehend the English language.
6. Knowledge of computer applications in the Utilities practices.
7. Must possess an adequate ability to recognize and correct relevant problems as required.
8. Must be able to deal with difficult or emotional customer situations
9. Minimum of two years basic bookkeeping/accounting experience.
10. Generally one (1) year to three (3) years total related experience.
11. A combination of education and experience may be considered.
12. Knowledge of Great Plains/Diamond Software application Version 9.0 or greater.
13. Valid Alberta Class 5 driver's license.

**Personal Attributes**

1. Shall demonstrate strong personal characteristics such as honesty, integrity and trustworthiness.
2. Shall be able to work as a member of a team and must get along well with others, including those of different cultural, gender and nationalities.
3. Shall possess good inter-personal skills and shall demonstrate acceptable public relations skills in dealing with the public.
4. Must often work alone with a minimum of supervision. He/she shall demonstrate decision-making skills and must work well under pressure or tight time lines.