

## Utility/Accounting Assistant

**Employment Status:** Full Time

**Salary Range:** 4A-4F

**Basic Function:** Performs a variety of functions to support and assist the Clerk/Treasurer. This position will be cross trained with the utility biller, will be responsible for keeping records, responding to public inquiries, assigned accounting duties, and front counter duties to include receipting and customer service.

**Essential Job Functions:**

Open office and set up cash drawer. Close/secure office in the evening. Perform a variety of office support activities for the water and building departments. Process and maintain building permits, banner requests and new addresses. Maintain/balance inmate funds. Balance CPLs. Maintain and bill miscellaneous accounts for City property leases and rentals. Enter miscellaneous revenue and cash receipts. Order office supplies and distribute mail to appropriate departments. Maintain RAC rentals. Manage billing and other records per the Washington State Common Records Retention Schedule. Arrange and set up for meetings in the conference room. Perform in-house audits insuring compliance with FMC and state laws. Customer relations to include processing water payments, general front counter assistance for City Hall, answer phone calls, greet customers, provide information of general or limited technical nature, take messages and refer callers to appropriate person or department as necessary. Other miscellaneous duties as may be assigned. Must be cross trained for all Utility Biller/Administrative Assistant duties and provide back-up. Must interact cooperatively and establish/maintain effective working relationships with other employees, elected officials, vendors, and the general public. Present a positive, friendly image to the public using tact and courtesy.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to walk, stand, stoop, climb stairs and sit at a desk.

Successful performance requires vision abilities that include close vision. The employee must occasionally exert or lift up to 25 pounds.

**Minimum  
Qualifications:**

Valid Washington State driver's license, high school diploma or GED. Minimum two years' accounting experience. Demonstrate computer experience to include such programs as Microsoft Word and Excel. Type at least 40 words per minute and exhibit 10-key proficiency. Basic office skills and knowledge.