

**Job Title:** Billing Clerk  
**Classification:** Accounting Clerk I/II/III  
**Pay Rate:** Grade 3 – 4 DOE (\$17.17/hr – \$23.22/hr.)  
**Department:** Administration, City of Craig  
**Immediate Supervisor:** Finance Director  
**Date Revised:** March 22, 2022

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### **Position Summary**

Under the Finance Director, the Billing Clerk performs and completes the necessary tasks for accurate accounting records in Accounts Receivable and Utility Billing.

### **Essential Duties & Responsibilities**

- Process and generate all monthly, quarterly, and annual billing cycles that include: utilities (water, sewer & garbage), wharfage, moorage, miscellaneous fees, property tax, sales tax, deposits, EMS fees, and property leases.
- Process and file all reports for Accounts Receivable and distribute monthly reports to EMS, Public Works, and Harbor Department.
- Reconcile Accounts Receivable ledger ending balance with all customer aging reports. Reconcile Deposits Payable ledger ending balance with the customer accounts listing. Reconcile ledgers to general ledger accounts.
- Update and maintain all billing cycles, maintain a listing of customer deposits, refund the moorage and all other utility deposits at the appropriate time. Apply or refund deposits as per City of Craig ordinances.
- Process and complete past due statements, turn-off notices, and disconnect notices for utilities. Communicate with Public Works Department concerning utility connections and disconnections.
- Calculate interest monthly on all outstanding billings accept payment plans.
- General response and filing of correspondence concerning past due accounts, inquiries, and changes in account status including an explanation of charges.
- Collection of delinquent and credit bureau accounts.
- Provide Treasurer with aged receivable reports at the time of processing monthly billings.
- Assist Receptionist with answering telephones, providing sales tax resale exemption applications, senior citizen exemption applications to citizens, and other customer relations as needed .
- Coordinate with the City Treasurer in regards to delinquent real property tax accounts for lien procedures.

- Complete tasks in a timely manner and in accordance with City of Craig ordinances.
- Perform other duties as assigned.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities. The Billing Clerk works under the close supervision of and is responsible to, the Treasurer and the City Administrator.

### **Qualifications**

- Post secondary accounting education preferred.
- High School diploma or equivalent preferred.
- Must be prompt and courteous to all customers, have knowledge of office machines including fax, 10-key calculator, and computers.
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multi-task.
- Must be able to pass drug test.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **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 job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment is an inside office structure Monday through Friday, 8 AM to 5 PM with little or no overtime. The noise level in the work environment is usually moderate.

**AAP/EEO statement**

We consider applicants for all positions without regard to race, color, creed, religion, national origin or ancestry, sex, age(40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

**Position & Benefits**

This is a full-time, hourly position with the City of Craig. Full medical, retirement, and leave benefits to apply as defined in the City of Craig personnel manual. The City of Craig is an Equal Opportunity Employer.

Various benefits apply as defined in the City of Craig personnel handbook. The City of Craig is an Equal Opportunity Employer.

*Note: Reference is made to The City of Craig Employee Handbook for subjects not included in this job description. The Handbook takes precedence over this job description.*

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**Printed Name**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director**

\_\_\_\_\_  
**Date**