

Village of La Farge - Utilities Department

JOB DESCRIPTION

UTILITY CLERK/BOOKKEEPER

GENERAL STATEMENT OF JOB:

The Utility Clerk/Bookkeeper is responsible for coordination and administration of the billing, collection, and financial operations of the Village of La Farge Electric, Sewer and Water Utility Department. This position will also serve as a back up for the Village Clerk.

ESSENTIALS DUTIES/RESPONSIBILITIES

Be versed in and operate by rules of the Public Service Commission of Wisconsin (PSCW) for the Electric and Water Utilities, and village ordinances, state, and federal laws for all Utilities.

Responsible for maintaining accurate customer account information for billing and PSC reporting.

Responsible for all aspects of monthly billing of utilities in accordance with the utilities tariff with the PSCW. This includes ensuring all records are accurate prior to billing, process the billing, mailing of the bills and all required month-end reporting.

Periodic billing of customer accounts for final bills or correction of reading errors.

Collection, depositing and posting utility payments daily. Payments are received in person, mail and on-line.

Follow up and resolution of delinquent customer accounts to include disconnect notices, disconnection, Deferred Payment Agreements, or other collection methods.

Resolution of utility customer inquiries and complaints.

Review Accounts Payable invoices for accuracy, code with correct general ledger number per the PSCW Standard Uniform of Accounts and budget, then forwards to Public Works Manager for approval prior to payment.

Process Accounts Receivable invoices using the PSCW Standard Uniform of Accounts and budget. Follow up with collection of the invoices.

Proficient in the knowledge of Excel and Word.

Responsible for administration and processing of Utility worker payroll. This includes payroll checks, state, and federal monthly, quarterly and annual payroll reports. This also includes maintaining utility employee benefits such as pension, vacation, sick time, and health insurance payments.

Work with Public Works Manager to develop and maintain a yearly budget to ensure the utility is operating in an efficient and cost-effective manner.

Work with Public Works Manager to develop and maintain a 5-year rolling cash forecast schedule to ensure adequate cash and cash reserves.

Participates in the establishment of basic objectives and policies necessary to conduct and operate the utility office.

Record and maintain investment accounts, make timely loan payments, tax equivalency payments and bank reconciliations of all bank accounts.

Administer grant monies awarded to the utilities which includes attendance at meetings and taking the minutes, reconciliation of statements, payment of bills, reports, and audits. Periodic meetings could be outside of normal work hours.

Responsible for preparation and assisting with annual financial audit with an outside auditing firm.

Responsible to ensuring the utility rates for Electric, Sewer and Water are adequate to cover our current and anticipated expenses and debt payments.

Prepare work orders for meter change-outs, verification of meter readings, and any other meter related issues.

Preparation, or assist in preparation of any regulatory reporting as required by village, state, and federal entities.

Handle mail and correspondence, answer inquiries from the public concerning the utility billing and operations. Explain policies and procedures.

Attend seminars, meetings, and workshops relative to utility issues, rules and regulations.

Provide back-up to the Village Clerk when office is busy, during election time, vacation, or other leave time. This could include, but not limited to, answering phones, processing invoices for payment, payroll processing, assist during election periods for various duties, and other duties as needed.

Perform other duties as assigned by the Public Works Manager or Village Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

This position requires experience in accounts payable, accounts receivable and general ledger. Experience with budgeting and financial statements is favorable.

Excellent customer services skills in solving both internal and external customer complaints and policy communication. This includes verbally or in writing, in-person, email, or telephone.

Must be able to work independently with limited supervision, a self-starter who is able to recognize and implement ways to make processes more efficient.

This position includes confidential data for payroll, personnel, customer information, and related files. Experience in a position where confidentiality was required is helpful.

TOOLS AND EQUIPMENT USED:

Computer, customized software for Billing, Operation and Financial programs, calculator, copy machine, typewriter, email, fax machine and radio.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

When performing the duties of this job, employee frequently sits, uses repetitive movements; hears; talks; uses the telephone; has contact with general public/customers. Employee frequently walks; holds; keyboards; eye-hand coordination. Employee occasionally stands; reaches; grasps; works alone; stoops, kneels, crouches, or crawls; climbs stairs or ladders.

Employee must be able to lift up to ten pounds; occasionally lift over 50 pounds. Specific vision abilities required by this job includes close vision, distance vision, ability to adjust focus and color discrimination.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent and one to two years of additional schooling in Accounting, with 2 years related work experience, or
2. Related work experience of 4 to 5 years, or
3. Any equivalent combination of education and experience.

This position reports to the Public Works Manager.

This job description is not intended to limit the duties of this position. The La Farge Village Board retains the right to add to or delete duties as conditions or staffing change.

Employee Signature: _____

Date: _____

APPROVED BY THE PERSONNEL COMMITTEE:

Date _____
