

## ASSISTANT BOOKKEEPER

### DISTINGUISHING FEATURES OF THE CLASS:

This is a highly responsible position that serves as the Waterworks first contact person with Customers. This position involves all aspects of customer service and is also responsible for assisting the Bookkeeper with full-cycle accounting, which requires an ability to juggle several organizational tasks at once. The responsibilities include assisting the Bookkeeper with managing all aspects of general ledger, accounts receivable, and accounts payable, as well as handling payroll information, billing issues and cash flow. They may also be called upon for other related duties. This position serves under the direction of the Full Service Bookkeeper.

### TYPICAL WORK ACTIVITIES:

- Ensures that customers are treated responsibly and with respect by all staff;
- Responsible for preparation of customer water and sewer invoices;
- Assists Bookkeeper with preparation of monthly journal entries to general ledger;
- Ensures that meter reading data is properly entered into billing software;
- Responsible for assisting with vendor payments, account coding and tracking of vouchers;
- Responsible for assisting with tracking of customer water and sewer payments and reconciliation to receivable accounts;
- Answers customer phone calls and represents the Commissioners at the front office window;
- Assists with tracking Customer Applications for New Services;
- Responsible for handling cash and payments;

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

The position of assistant bookkeeper will assist the Full Service Bookkeeper with the handling of accounting duties. They code and enter vendor and expense invoices, run checks, bill customers, and assist with customer service. Excellent customer service skills; ability to learn basic accounting and record keeping; ability to handle and resolve customer issues; good judgment; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS

Graduation from high school or possession of a high school equivalency diploma and experience working with customer service. Experience with accounting and bookkeeping helpful;

#### Special Requirements:

1. Applicants must possess or obtain within one year of employment a Notary Public License.
2. Applicants must possess a NYS Class D driver's license at the time of appointment and must maintain said license for the duration of employment.

Salary Range is dependent on qualifications and experience. The position is offered with civil service health and retirement benefits. Applicants may be subjected to a complete background evaluation in accordance with the Department of Homeland Security recommendations.