

Buckeye Lake Village Water Department

Water Supervisor

5192 Walnut Rd. SE – P.O. Box 27

Mayor

Toby Miller

Buckeye Lake, Ohio 43008

Peggy A. Wells

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Village of Buckeye Lake Position Description

POSITION TITLE:	Billing Clerk
STARTING PAY RATE:	\$14.08
DEPARTMENT:	Water Department
POSITION REPORTS TO:	Water Department Supervisor
NUMBER OF OPENINGS:	One (1)
FLSA STATUS:	Non-Exempt
EMPLOYMENT TYPE:	Full-Time

JOB DESCRIPTION:

Essential Functions

- Mail pickup and sorting for all village departments;
- Process all billing payments, including checks, cash, credit cards and ACH; post in billing software for Water and Storm water;
- Utilize UAN software to post all revenue;
- Create work orders for utility staff;
- Check meter reading software for excessive usage;
- Keep all customer accounts up to date with most accurate information;
- Accurately balance cash draws on daily basis;
- Prepare door notices, reports to customers, and reports to county auditor;
- Maintain orderly and accurate reports/records for auditing purposes;

- Calculate and process all customer billing to be sent to mailing production; and process delinquencies for the county;
- Keep all department records according to the village's Records Retention Policy;
- Perform standard secretarial duties: taking messages, filing, record keeping, data entry, 10-key; and
- Other duties assigned by Supervisor for the operation of the water Department.

Building and Vehicle Maintenance

- Assists in general housekeeping of the Administration Offices.

Emergency work

- Available upon need for customer communications during a water system emergency.

Equipment Operation

- Operates a variety of equipment used in the above work, including computers, phones, adding machines.

Safety

- Follows established safety procedures;
- Reports unsafe conditions to supervisor; and
- Assists with department housekeeping including storage of tools and equipment.

Other Duties

- Other related duties as required or assigned.

MINIMUM REQUIREMENTS FOR POSITION

Training and Experience

- Minimum high school diploma or equivalent;
- Must have a current and valid OH driver's License;
- Must have good interpersonal skills; and
- Must have experience in Word, Excel, good typing skills.

Special requirements

- Must be available to work during other than normal business hours; and
- Must be willing to attend trade schools or training seminars as necessary.

All resumes will be reviewed and considered for qualifications. The Village of Buckeye Lake reserves the right to determine if an applicant meets the essential qualifications of the position.

The Village of Buckeye Lake is an equal opportunity employer.