

## WEST KERN WATER DISTRICT

### JOB DESCRIPTION

- **JOB TITLE:**        *ACCOUNTING CLERK*
- **DEPARTMENT:**    *ACCOUNTING*
- **REPORTS TO:**      *ASSISTANT TO DIRECTOR OF FINANCE*

#### ■ **MISSION**

To provide administrative support through required phases of accounting procedures in order to maintain customer and vendor accounts in a timely and efficient manner.

#### ■ **DUTIES**

- \* Under supervision, assist in the administration of District accounting and all phases of customer service and support.
- \* Receives and processes service applications and discontinuations from customers.
- \* Performs cashier functions by processing customer payments.
- \* Resolve customer complaints regarding water service.
- \* May assist with customer billing and/or vendor accounts payable.
- \* Provide communication requirements through telephone and radio support for District customers and field personnel.
- \* Shall perform other duties as assigned.

#### ■ **QUALIFICATIONS**

- \* Thorough knowledge of bookkeeping methods for the proper maintenance of accounts receivable and payable.
- \* Must have the ability to establish and maintain effective public relations and promote a positive District image through a neat, well-groomed appearance and manner under normal or adverse conditions.
- \* Must be able to accurately manage currency.
- \* Efficiently operate a ten-key adding machine, computer terminal, and typewriter.
- \* Possess knowledge of office procedures.
- \* Must maintain harmonious working relationships, deal tactfully and courteously with the public.
- \* Willingness to work irregular hours in periods of emergency and heavy work load.

#### ■ **EDUCATION AND EXPERIENCE**

- \* Graduation of high school or G.E.D. equivalent.
- \* Customer representative or accounting experience in a related field helpful.
- \* This position requires possession and maintenance of a valid California driver's license.
- \* Must be insurable as a driver by the District's insurance carrier at all times. Should the District's insurance carrier at any time refuse to insure the employee, such refusal may be grounds for termination.

#### ■ **SALARY RANGE**

\$3,252.48 - \$5,579.48 per month

THIS CLASS SPECIFICATION IS INTENDED TO BE SUFFICIENT MERELY TO IDENTIFY THE CLASS AND BE ILLUSTRATIVE OF THE DUTIES THAT MAY BE ASSIGNED. IT SHOULD NOT BE INTERPRETED TO DESCRIBE ALL OF THE DUTIES AN EMPLOYEE ASSIGNED TO THIS CLASS MAY BE REQUIRED TO PERFORM.

Rev. 6/23/92  
Title Rev. 8/14/10  
Salary Range Rev. 07/01/2017