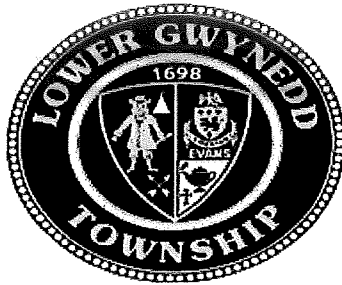


Billing Clerk/Receptionist



JOB DESCRIPTION

TITLE: Billing Clerk/Receptionist
DEPARTMENT: Sewer

THIS POSITION REPORTS TO AND IS SUPERVISED BY:

-TITLE: Finance Director
-AUTHORITY TO: Evaluate Comment
-AUTHORITY METHOD: Verbal/Written
-FREQUENCY: Occasionally to continuously

JOB IS: Part-time
HOURS: Approximately 27.5 Hours per week
WORK SCHEDULE: 5.5 Hours per day (9:30 AM –3:00 PM, M-F)

PURPOSE OF THE POSITION:

To coordinate all activities related to sewer system usage billing. This position also serves as relief for the receptionist during lunch and other times as assigned.

MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

- 1) Required Education/Experience/Training:
 - High School diploma or GED
 - Working knowledge of Excel and Word
 - Data Entry skills
 - Prior Billing, Accounting, Bookkeeping or related experience preferred

- 2) Required Ability To Use or Operate the Following:
 - Standard office equipment, including but not limited to: Computer, fax, photocopier, adding machine and telephone

ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION OF Billing Clerk/Receptionist:

Responsibilities Include:

- Generate and mail quarterly billing for sewer assessments
- Generate and mail all quarterly sewer bills
- Answer all sewer billing related questions from residents and business owners
- Computer entry of:
 - Meter Readings
 - Cash receipts for paid sewer bills
- Review Building Permits and Use/Occupancy Permits and make necessary adjustments to sewer billing.
- Monitor water usage records supplied by Ambler Water and North Wales Water to update those accounts on the meter billing method
- Generate, record, and mail interim bills for partial quarters when appropriate
- Review Assessment Change & Transfer Tax report to record changes in addresses and owners
- Assessment billings transmitted to Tax Collector
- Issue sewer certifications to title companies, etc.
- Collect and receipt monies for walk-in sewer payments, credit card payments, sewer certifications, and other related items
- Manage all delinquent accounts and collections, including water shut-offs, the maintenance of payment plan accounts and applying liens to property owners
- Prepare daily deposit of Township receipts
- Provide back-up phone support for Receptionist
- Administer By-pass Meter and Pool Credits accurately
- Other duties as assigned

Abilities to:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Exercise initiative and discretion when faced with emergency situations
- Exercise sound judgment in evaluating situations and in making decisions
- Maintain acceptable attendance standards
- Maintain confidentiality of information
- Maintain excellent moral character
- Maintain good power of observation and memory
- Maintain socially appropriate behavior

- Request assistance when appropriate
- Understand and comply with personnel policies and procedures
- Understand and comply with safety policies and procedures
- Work courteously and tactfully when dealing with others
- Work forcefully, when necessary, when dealing with others
- Work in coordination with others
- Work under pressure

This job description is designed to accurately reflect duties related to this position. However, it may not be all-inclusive and other job related duties may be required. Should any duties arise during employment not covered in this job description the Township will make reasonable accommodations as required by local, state, or federal law that does not cause an undue hardship on any employee.

By signing below I acknowledge I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description

Job Description Title: SEWER BILLING CLERK/RECEPTIONIST

Today's Date: _____

Printed Name: _____

Signature: _____