JOB POSTING

Coachella Valley Water District                      Date: August 1, 2012

TITLE: Accounting Assistant                      SECTION: Customer Billing

DEPARTMENT: Service                              SRN A18

REPORTING RELATIONSHIP:

Reports to: Customer Billing Supervisor

Supervises the following positions: Not Applicable

DEFINITION: This is the first level in a three level Customer Billing series. Incumbents provide general billing support related to basic billing operations. Duties may include the billing domestic cycle, verification of billing reports, front counter cashier and data entry. Incumbents also perform general office support tasks such as maintaining different department databases/spreadsheets, answering telephones, customer service including front counter customer contact, remittance processing and filing.

ESSENTIAL FUNCTIONS:

1. Reviews, processes, and routes a variety of payments, billings, receivables, payables, and/or other related fiscal information, to include: receiving payments, issuing receipts, recording and posting receipts, balancing financial information, calculating late fees, preparing write-off and doubtful account adjustments, and/or performing other related activities.

2. Enters a variety of fiscally-related information into databases and/or spreadsheets; maintains fiscal records and files.

3. Performs general clerical duties, which may include: preparing routine correspondence and/or mailings; opening, sorting, and distributing mail; maintaining office supplies; filing; and/or, performing other related activities.

4. Responds to requests for information and/or inquiries related to accounts, policies, and/or other related information; performs research to provide accurate information.

5. Prepares routine reports that summarize fiscal data and information; reviews report information to verify accuracy and completeness prior to disseminating to appropriate individual(s).

6. Performs other duties of a similar nature or level.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.
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MINIMUM QUALIFICATIONS:

Experience: Two years of directly related experience requiring basic computer skills in word processing and spreadsheet programs, and including data entry, and use of a 10-key calculator by touch; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Knowledge of:
- General principles of bookkeeping;
- Office procedures, methods, and equipment;
- Practices and methods of cashiering;
- Automated accounting software packages
- Data entry techniques;
- Mathematical principles;
- Cash handling and bank deposit procedures
- Customer service principles.

Abilities:
- Perform basic mathematical calculations;
- Maintain records;
- Perform routine general ledger adjustments;
- Provide good customer service;
- Perform data entry;
- Operate standard office equipment;
- Prepare routine reports;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Education: College degree in accounting or related field desirable.

PHYSICAL REQUIREMENTS:
1. Sits for prolonged periods of time.
2. Operates a computer workstation and a ten-key calculator.

Driving: Light

See Human Resources for physical assessment form.