

**EAST MEDINA COUNTY SPECIAL UTILITY DISTRICT**

**Employee Job Descriptions**

**As Adopted December 2020**

**ACCOUNTS PAYABLE/ RECEIVABLE CLERK**

**GENERAL**

The AP/AR Clerk processes AP/AR and provides administrative and financial support services. This position reports to the Assistant Business Manager and will be responsible for assisting the accounting and finance department in creating accurate and timely financial records.

**BILLING & PAYABLE OPERATIONS**

Process, post, verify, and record transactions related to accounts receivable and payables.

Maintain cash drawer and balance with daily receipts.

Prepares and maintains customer AR accounts.

Monitors and tracks monthly billings and deferred payments with customers to ensure correct reporting and timely payments.

Maintains and updates customer records and files.

Records vendor invoices, reviews invoices for accuracy, facilitates vendor payments for review, and researches disputes.

**ASSISTANCE**

Assists with month end close of billing system to ensure accurate and timely financial results and reporting.

Prepares and maintains detailed monthly account and bank reconciliations as assigned.

Provide assistance to the New Accounts/Transfer Clerk, Customer Account Clerk, and/or Office Clerk as needed to ensure smooth and continuous office operations.

Ability to manage incoming calls and customer service inquiries.

Greet all customers in a professional and courteous manner, in person, by email or by phone, and address all questions/concerns.

Filing, records retention, and other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES, & OTHER ESSENTIAL JOB FUNCTIONS**

Experience in the Month end close process.

Proficient in Microsoft Office Suite, including Intermediate Excel skills.

Proficient in 10-key and typing.

Must be able to learn accounting software systems.

Strong organizational and communication (both verbal and written) skills with attention to detail.

Ability to work independently and in a fast-paced environment.

Ability to anticipate work needs and interact professionally with customers and vendors to resolve concerns.

Ability to interact well with co-workers and general public.

Ability to manage time effectively and efficiently, while meeting deadlines.

Ability to kneel, squat, and reach overhead objects in order to remove or place items above and below normal working height.

#### MINIMUM QUALIFICATIONS

2 years+ work experience as an AP/AR clerk required.

High school diploma required; Business or Accounting degree preferred.

Bilingual preferred.

Must pass pre-employment physical to ensure the ability to perform essential job functions and pre-employment drug screen.

#### ENVIRONMENTAL FACTORS

The work is performed mostly in an air conditioned/heated environment. High levels of stress on occasion.

#### OTHER

Must be reliable in full-time attendance, punctuality, & completion of assignments.

Appearance and attire suitable for professional business office.

Is available to work the required hours to fulfill duties and responsibilities.