

EAST MEDINA COUNTY SPECIAL UTILITY DISTRICT

Employee Job Descriptions

As Adopted March 2023

BOOKKEEPER/BILLING COORDINATOR

GENERAL

The Bookkeeper/Billing Coordinator will be responsible for administrative and financial support services. This position reports to the Business Manager and will be responsible for assisting the accounting department in creating accurate and timely financial records as well as overseeing the billing system operations.

BILLING & PAYABLE OPERATIONS

Maintain records of financial transactions, post transactions and ensure legal requirements and compliance.

Prepares and maintains customer AR accounts.

Plan, coordinate and analyze billing processes and collection activities.

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.

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

Prior experience as bookkeeper or billing coordinator.

Proficient in Microsoft Office Suite, including Intermediate Excel skills.

Proficient in 10-key and typing.

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 multiple priorities and deadlines in a fast-paced environment.

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

MINIMUM QUALIFICATIONS

3+ years work experience as a bookkeeper or billing coordinator 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.