

City of Claremont, New Hampshire Position Description

Position Title:	Water & Sewer Bookkeeper	Union/Merit:	AFSCME Union - Clerical
Reports to:	Public Works Director	Grade Level-Points:	Level III – <i>part time</i>
Department:	Public Works	Revised/Updated:	05/07/15
FLSA Status:	Non-Exempt		

Job Summary

The incumbent in this position performs responsible bookkeeping and clerical duties requiring a fairly high degree of conformance with policy and regulations. Work involves maintenance of water/sewer accounts, processing of financial documents, receipt and accounting for moneys, and preparing reconciliations. The employee carries out most assignments with a minimum of supervision once the work is learned in accordance with established procedures and guidelines. When working on new or difficult assignments, the work may be checked through frequent balancing to controls and in subsequent steps. The employee is responsible for ensuring that the work is done accurately. Work is evaluated for accuracy and adherence to instructions and procedures. The purpose of the work is to ensure that assigned accounting records are accurately maintained on a timely basis. The work affects the accuracy, timely processing and usages of the accounting data in the department and in other offices dependent upon the information. The employee is engaged in administrative and clerical work, including bookkeeping that pertains to money's essential in the operation of the City government. City government is dependent upon revenues that accrue to it as a result of bills prepared by the incumbent.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Maintains a complete set of books on both the water and sewer account appropriations, expenditures, revenues, assessments, and abatements according to prescribed rules and regulations.
2. Responsible for semi-annual billings, which involves verifying current water/sewer usage's, transferring prior billing information, printing the warrant and bills.
3. Responsible for the monthly billings for commercial, industrial, and residential bills as well as various departmental billings.
4. Receives money and posts balances, proves and reconciles figures to a variety of accounting records and control accounts.
5. Establishes new accounts, recalculates corrected billings or adjusted billings, and completes follow-up procedures in the warrant, meter books and computer.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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6. Prepares, various periodic reports and statements of a routine nature. Assembles the data from records, proves balances, and types required forms. Assists in preparation of budgets or other financial statements by assembling clearly identified information from files.
7. Answers questions from the public pertaining to billing, account balances or department procedures.
8. Operates computer terminal, using appropriate programs to post data to accounts and ledgers, to print warrants, and to obtain reports and statements.
9. Assists the office through visitor and phone inquires directing them to the proper person.
10. Prepares various periodic reports and statements of a routine nature.
11. Assembles the data from records, proves balances, and types required forms.
12. Assists in preparation of budgets or other financial statements by assembling clearly identified information from files.
13. Maintains logs and files for departmental records, reports, correspondence and other documents in alphabetical, chronological and/or numerical sequence, which may involve indexing and cross referencing.
14. Answers questions from the public, other departments, employees and vendors pertaining to account balances, department procedures, payments and charges, etc.
15. Assist in processing the weekly payroll and maintaining related records involving updating records to reflect changes in pay rates or deductions, entering data on computer, balancing to controls and predetermined totals.
16. Performs other related duties as requested.

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Peripheral Duties

Analyze and recommend improvements to equipment and facilities, as needed.

Desired Minimum Qualifications

Education and Experience:

A candidate for this job should have program certification in bookkeeping plus three years experience in an office where bookkeeping and record keeping played a significant role; an associate's degree in business or accounting preferred; OR any equivalent combination of training and experience that would demonstrate the possession of the required knowledge, skills and abilities.

Knowledge of:

- Considerable knowledge of accounting methods, principles and practices to balance and reconcile a variety of detailed, subsidiary and control accounts, to compile and analyze accounting data, and to prepare a variety of financial reports and statements from such data.
- Working knowledge of the procedures and programs used to process and record transactions in a computerized accounting system and ability to detect and correct errors in computer printout.
- Office practices and procedures as they relate to processing and computing accounting data or records.
- Working knowledge of various rules, regulations and instructions concerning the accounts maintained.
- Considerable knowledge of office practices, procedures and regulations.
- Working knowledge of business English and grammar, including formats.

Ability to:

- Perform a significant amount of tasks with independence of judgment.
- Make arithmetical calculations quickly and accurately.
- Develop and maintain effective working relationships with staff, vendors and private citizens.
- Effectively communicate in writing and verbally.
- Establish and maintain effective working relationships with subordinates, peers and supervisors.
- Give verbal and written instructions.

Skill in:

- Skill in operating typewriter, ten-key calculator, computer and other office machines.
- Skill in making and verifying arithmetical computations with accuracy and speed.
- Skill in the use of the tools and equipment listed below.

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Supervision Received

Works under the guidance and direction of the Public Works Director or his/her designee.

Supervision Exercised

None

Responsibility For Public Contact

Daily contact requiring courtesy, discretion, and sound judgment. The employee has contacts principally with superior in the department and employees in other departments. The contacts are made to provide information, verify data, and to explain procedures or requirements. Contacts with the public are normally to answer inquiries or receive fees.

Licensing & Certification

None Required

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, telephone, typewriter, calculator, copy machine, folder/inserters, postage machine, fax machine and other associated office equipment.

Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/inserters, microfilm/fiche reader, computer mouse.

Typical Work Environment: Inside: 99% Outside: 1%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc. Works in a normal office environment where there are little or no physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt and the like.

The incumbent's working conditions are typically quiet.

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Physical Activity Requirements

Primary Physical Requirements

<u>LIFT up to 10 lbs.:</u>	Frequently required
<u>LIFT 11 to 25 lbs.:</u>	Occasionally required
<u>LIFT 26 to 50 lbs.:</u>	Rarely required
<u>LIFT over 50 lbs.:</u>	Not required

<u>CARRY up to 10 lbs.:</u>	Occasionally required
<u>CARRY 11 to 25 lbs.:</u>	Occasionally required
<u>CARRY 26 to 50 lbs.:</u>	Occasionally required
<u>CARRY over 50 lbs.:</u>	Rarely required

<u>REACH above shoulder height:</u>	Occasionally required
<u>REACH at shoulder height:</u>	Occasionally required
<u>REACH below shoulder height:</u>	Occasionally required
<u>PUSH/PULL:</u>	Occasionally required

Other Physical Considerations

<u>Twisting:</u>	Occasionally required
<u>Bending:</u>	Occasionally required
<u>Crawling:</u>	Rarely required
<u>Squatting:</u>	Occasionally required
<u>Kneeling:</u>	Occasionally required
<u>Crouching:</u>	Occasionally required
<u>Climbing:</u>	Rarely required
<u>Balancing:</u>	Rarely required
<u>Grasping:</u>	Frequently required
<u>Handling:</u>	Frequently required
<u>Torquing:</u>	Occasionally required
<u>Fingering:</u>	Frequently required

During an 8-hour Day, Employee is Typically Required To:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

- Talking: Necessary for communicating with others.
- Hearing: Necessary for taking instructions and information.
- Sight: Necessary for performing job effectively and correctly.
- Tasting & Smelling: Not required for the performance of the functions of this position.

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