

Santa Nella County Water District

**ADMINISTRATIVE CLERK**

**POSITION SUMMARY**

Under general supervision of the General Manager, handles all phases of the District's administration system, including but not limited to typing, phones, data entry, general office functions, cashiering, and accounting tasks.

**EMPLOYMENT CLASSIFICATION**

Classification: Non-Exempt  
Position: At-Will  
Responsible to: General Manager  
Supervision Level: Reports daily to General Manager  
Pay grade: Hourly plus overtime  
Benefits: Retirement, health benefits, vacation, sick leave, paid holidays

**JOB DESCRIPTION**

Performs a variety of routine clerical, general office, administrative, bookkeeping and accounting functions. Serves as the primary interface to customers and vendors; greets customers and visitors. Accepts water and sewer payments, including, but not limited to handling cash, checks, and credit card payments over the counter, and credit card payments by phone. Accepts requests for starting and stopping services. Receives and directs incoming telephone calls. Drafts letters, correspondence, and reports. Maintains filing systems, and archives; files documents. Reconciles daily web deposits and prepares daily bank deposits. Maintains lists and reports. Performs housekeeping duties on a weekly basis. Prepares Board Room for meetings, including, but not limited to regular and special meetings. Follows and adheres to all District Ordinances, Resolutions, Rules, Policies and Procedures. May be required to run errands, deliver bank deposits, and/or deliver Board Packets, or any other business related activity.

**PRINCIPAL DUTIES**

*Accounts Receivable Desk*

Shall perform the following duties:

- Prepare all billings, calculate water and sewer usage, create invoices and statements, and prepare for mailing
- Maintain Meter Read Sheets
- Maintain Mobile Home Park Empties List
- Prepare, manage and maintain Work Orders
- Coordinate field work
- Maintain USA Tags
- Prepare and maintain Aged Receivables on a monthly basis
- Prepare and issue 48-hour notices; make courtesy calls
- Prepare, issue and maintain Shut-Off List
- Perform and maintain Bad Check procedure
- Perform and maintain Bad Debt procedure

- Maintain monthly billing folder
- Set up new accounts and close out accounts
- Perform collection duties for unpaid Accounts Receivable
- Perform file maintenance on billing software
- Prepare and distribute Mobile Home Park Empties List monthly
- Order and maintain office supplies and pre-printed supplies, including, but not limited to, preprinted envelopes, 48-hour notices and letterhead stationary
- Reconcile bank deposit records to bank statements (2<sup>nd</sup> check)
- PDF reports
- Other office duties as assigned and/or required

### Accounts Payable Desk

Shall perform the following duties:

- Prepare all Accounts Payable, including, but not limited to, bills and invoices for payment
- Prepare and maintain Aged Payables
- Issue and maintain Purchase Order (PO) requests
- Maintain Accounts Payable working papers
- Prepare weekly payroll
- Maintain and transfer payroll liabilities and retirement payments; working papers
- Prepare and submit quarterly federal and state payroll tax returns
- Enter and maintain CalPERS reporting and payments
- Prepare and distribute W2s and 1099s
- Reconcile bank statements
- Prepare monthly financial statements for Board meetings
- Enter customer deposits in all billing and accounting software; maintain fiscal year workbook
- Enter Bad Checks and Bad Debts into General Ledger
- Reconcile billing and enter into General Ledger
- Coordinate field work when necessary
- Maintain and conduct Safety Training once a month or more often
- PDF reports
- Other office duties as assigned and/or required

### Assigned Tasks and Projects

- Prepare monthly Agenda packets
- Enter journal entries, splits, transfers, accruals and prepaid expenses
- Perform Medicare Split procedure
- Assist with “fiscal year end” reconciliations, work paper prep and journal entries
- Enter employer payroll expense splits and “calendar year end” payroll journal entries
- Enter daily deposits into General Ledger and prepare for bank deposit
- Maintain website and payment portal
- Maintain and oversight of Grease Interceptor Reporting program
- Assist with recording and transcribing Minutes of meetings
- Assist customers at the counter and on phones
- Perform any other tasks or projects as assigned and/or required

**QUALIFICATIONS**

High School Diploma or General Education Diploma.

Two or more years general office experience as a Receptionist, Secretary or Administrative Clerk, **OR** AA Degree or equivalent in Business Administration or similar business education. Accounting experience preferred.

Immediate working knowledge of computers, including software applications of Microsoft Word, Excel, Outlook, PowerPoint, Publisher or other applications in use, Accounting Software and Internet Search Engines.

Must maintain a valid State of California driver's license.

**PHYSICAL DEMANDS & WORK ENVIRONMENT**

Must possess customer service skills with proper phone and customer service etiquette; ability to operate telephone equipment for communication purposes; ability to use a computer for data entry and to generate correspondence, reports, letters, manuals, emails, and any other required written document; ability to use pens and pencils to write and record data; possess multi-task skills such as listening for telephone, watching for customers, visitors and others while completing other office tasks; work under general office noise of ringing telephone, people talking, and running office equipment.

Must possess proper grammar and punctuation, alphabetical, numerical and chronological sequences; ability to spell correctly, read and comprehend written and oral instructions; knowledge of proper business and report styles and formats; ability to conduct and collate research on the internet; ability to use various office supplies and equipment including but not limited to printer, copier, fax, scanner, and 10-key calculator; must possess strong filing skills. Must possess knowledge of basic math skills including addition, subtraction, multiplication, division and calculating percentages.

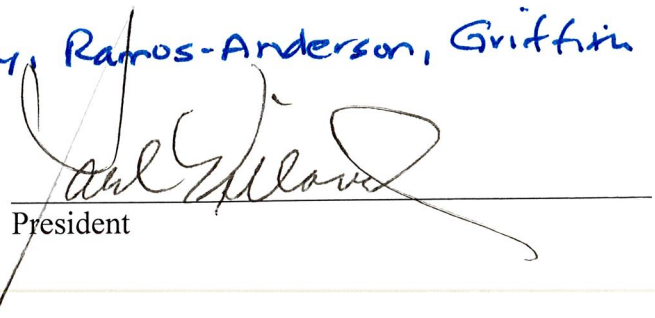
Must be able to sit at a computer; talk on the telephone, while writing information or taking notes; stand to work with customers, vendors, employees, and others, as needed; twist upper body to use office equipment and relocate shelved materials; stand, stoop, crouch, kneel or squat to file or retrieve materials on low shelves; walk to deliver materials within the administrative office. Must possess the ability to drive to perform duties outside of the administrative office.

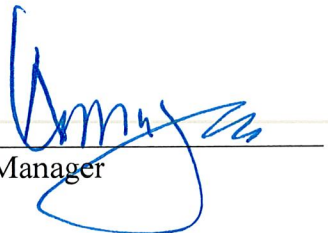
**DISCLAIMER**

The Santa Nella County Water District reserves the right to modify job duties at any time and the job description is not designed to cover every responsibility required of the employee.

Adopted by the Board of Directors of the Santa Nella County Water District on the 10th day of August 2017 by the following vote:

AYES: Villanreal, Silvas, Landry, Ramos-Anderson, Griffin  
NOES:  
ABSTAIN:  
ABSENT:

  
\_\_\_\_\_  
President

Attest:   
\_\_\_\_\_  
Secretary-Manager