



**CITY OF CRETE  
DEPARTMENTS OF PUBLIC  
WORKS  
BOOKKEEPER BILLING**

**General Description:** Manage front line responsibilities of the Public Works Departments accounts receivable and accounts payable processes. Assist in all clerical and organizational needs of the Office Manager. Report to the Public Works Director and Office Manager. Full-time, hourly position.

**Desired Qualifications:** Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like or similar positions, ability to speak English and Spanish, who have educational preparation in secretarial procedures, and who are computer literate and proficient with word processing and spread sheet computer programs.

**Work Type:** Sedentary Work Classification (as described by ADA) for the majority of duties and responsibilities, and Light Work Classification (as described by ADA) for some of the duties and responsibilities associated with this position.

**Typical Duties and Responsibilities:**

1. Efficiently, and effectively maintain all Public Works Department accounts receivable and accounts payable records on a computer system (making sure to effectively back up all information for assured retrieval, inputting for word processing and spread sheet programs, preparing reports for the Office Manager, checking data accuracy and making corrections, etc.).
2. Efficiently manage Public Works Departments personnel payroll (entering time card hours and calculating payroll, checking data accuracy and making corrections, maintaining accurate records, preparing reports for City Clerk, etc.).
3. Efficiently manage Public Works Departments billing system (billing municipal users in accordance with meter readings, maintaining accurate records of all account transactions, tracking and notifying delinquent accounts, issuing service disconnects, etc.).
4. Efficiently manage accounts receivable for the Public Works Departments (writing receipts for all incoming monies, organizing and recording all transactions, receiving all Public Works Department monies, checking data accuracy/making corrections, making deposits, preparing reports for City Clerk, etc.).

5. Efficiently manage account payable for the Public Works Department (developing and maintaining purchase orders, coding/verifying/maintaining all invoices, preparing reports for City Clerk, etc.).
6. Accurately complete all government forms on time (gathering all respective data from pertinent sources, verifying data accuracy, completing forms, remitting forms as required, developing new internal processing systems, etc.).
7. Effectively manage records of Public Works Department personnel files, and make arrangements for personnel training sessions (updating file data to include all training certificates/schooling/salary increases/job classification levels/etc. registering and making accommodation reservations for trainees, etc.).
8. Effectively serve as secretary to the City Administrator's operational needs in the absence of Executive Secretary (organizing/routing/responding to incoming mail appropriately, responding effectively to departmental visitors and phone call needs, setting up schedules for the Administrator, maintaining the Administrator's personal files and records, etc.).
9. Effectively respond to other assignment from the City Administrator.

**Desired Knowledge, Skills, and Abilities:**

1. Thorough knowledge of modern accounting and secretarial duties, practices, procedures, equipment and government forms.
2. Ability to type accurately, and to be proficient in MS Word, MS Excel.
3. Knowledge and skill in maintaining accurate financial accounts.
4. Ability to communicate effectively orally and in writing in diverse situations in English and Spanish
5. Ability to work effectively with people of all ages and backgrounds.
6. Ability to make decisions from conducting analyses.