



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

Job Status: Non-Exempt; Full-time

Reports to: Public Works Office Manager

**Supervisory
Responsibilities: NONE**

I. GENERAL FUNCTIONS

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.

II. ESSENTIAL DUTIES & 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.

III. REQUIRED KNOWLEDGE, SKILLS, & 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.

IV. DESIRABLE TRAINING & EXPERIENCE

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.

V. MINIMUM QUALIFICATIONS

1. Possess a Nebraska driver's license
2. Must be at least 21 years of age
3. Must have high school diploma or GED
4. Must be legally authorized to work in the U.S.

VI. NECESSARY SPECIAL REQUIREMENTS

1. Must speak, read, and write fluently in English
2. Reside within 20 minutes of the City of Crete
3. Must maintain a phone

VII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

VIII. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

ESSENTIAL FUNCTIONS (included but not limited to:)

With or without reasonable accommodation this person must have the ability to successfully accomplish the following:

Communicate with persons of various ethnic backgrounds, educational levels, age, and communication abilities using pictorial, verbal and written media, English and Spanish language, in a clear, concise manner.

Operate and employ such devices or procedural changes necessary to render services to, and accommodate persons with disabilities.

Effectively identify, organize, and deploy resources to provide safe, timely delivery of programs and services to the public.

Maintain strict confidentiality of information and communications defined as sensitive or confidential in policy, on and off duty.

Independently prioritize simultaneous requests, tasks, and actions, to quickly and accurately formulate appropriate sequences and courses of response, routinely and during periods of stress.

Mediate and negotiate disputes and compromises between various persons while courteously, tactfully, and impartially enforcing all relevant regulations.

Perform accurate, timely, mathematical calculations based on data supplied in any combination of pictorial, verbal, and written format. Accurately present the result of such calculations in pictorial, verbal, or written form as required in English and Spanish.

Directly participate in the provision of services and programs to the public.

Maintain legible, orderly, and accessible records generated by assigned activities.

Other functions that may be assigned at the discretion of management.

I have read and understand the Essential Functions for the position of Public Works Bookkeeper Billing, and can perform the Essential Functions with or without reasonable accommodation.

Date: _____ Signed: _____