

Utility Clerk

NATURE OF WORK (Pay Grade 2}

The Utility Clerk reports to the Town Clerk and the Mayor and is responsible for providing financial, administrative and clerical services. The Utilities Clerk is responsible for performing payroll, financial and administrative clerical duties associated with the provision of municipal utilities and services in order to ensure that municipal financial transactions are processed in an accurate and timely manner.

ILLUSTRATIVE EXAMPLES OF WORK

Ensure monthly water and Gas meter readings are taken on time
Check and enter water and Gas meter readings on computer
Run utility billings, check invoices and mail
Prepare month end reports
Send out disconnect notices for delinquent accounts
Advise the Town Clerk of any problems that are encountered in relation to utility Payments
Answer the phone and take and distribute calls and messages
Perform other related duties as required

DESIRABLE TRAINING AND EXPERIENCE

Two years' bookkeeping work experience at a level equivalent to a Utility Clerk. Course work and training in bookkeeping, accounting, or a related field may be substitute for up to one year of experience. Any satisfactory equivalent combination of experience and training which ensures ability to perform the work may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS

Basic knowledge of record keeping methods and modern office practices and equipment;
Dependable and highly organized with business maturity, discretion, enthusiasm, and a positive attitude;
Technologically literate with strong computer skills including familiarity with Microsoft *Word*, Excel, Adobe and other commonly used software.
Good Internet skills, including use of e-mail programs.
Strong organizational and record-keeping skills with high level of attention to detail
Cheerful presence and people skills, with an emphasis on professionalism
Good oral and written communication skills
Self-starter who can work independently
Skill in establishing priorities and managing workload
Ability to follow directions.