

Maxwell Special Utility District

9270 Hwy 142 PO Box 158
Maxwell, TX 78656
(512) 357-6253 FAX (512) 357-0152

JOB DESCRIPTION — BILLING CLERK

EMPLOYEE STATUS: Non-Exempt, Full Time or Part Time

MINIMUM REQUIREMENTS:

- High School Diploma or equivalent.
- Ability to communicate effectively, both speaking and in writing.
- Bilingual ability in spoken Spanish strongly preferred.
- Computer Skills: Microsoft Word, Excel.
- Excellent Organizational Ability.
- Excellent spelling and grammar.
- Accurate keyboarding speed of at least 30 wpm.

PREFERRED:

- Computer skills: Microsoft Office, CUSI Billing Software

The Billing Clerk will maintain regular duty hours from 8 a.m. to 5 p.m. He or she will be given compensatory time off or overtime pay for all work over the regular 40 hour work week. He or she will keep informed of all appropriate regulations and policies of Maxwell SUD and make sure they are complied with. He or she will be required to schedule all office work and insure it is done on time. The Billing Clerk will report all problems or concerns to the Office Manager.

DUTIES AND SKILLS REQUIRED:

1. RECORDS CONTROL AND REPORTING:

- Maintain records of all new membership, transferred memberships, former memberships and rental account information.
- Enter new accounts, transfer accounts and any rental accounts.
- Complete and file all easements with the appropriate County Clerk's office.

2. CORRESPONDENCE:

- Operate copy machine and prepare copies for correspondence file.
- Maintain correspondence, incoming and outgoing mail.
- Construct concise letters from generalized dictation.
- File correspondence using standard filing procedures.

3. PUBLIC RECEPTION:

- Answer telephone and record messages.
- Greet customers over the counter and on the telephone in a professional and courteous manner.
- Respond to customer's questions and complaints.

4. BILLING OPERATIONS:

- Receive and post payments for customer's accounts on a daily basis.
- Retrieve information concerning account status and report to customers as requested.
- Maintain existing customer records, and scan new customer files.
- Enter monthly meter readings as they are received.
- Enter charges for transfers and lockups.
- Process accounts.

- Print status of accounts.
 - Check accounts for unusual balances.
 - Prepare statements for printing and sort for mailing.
 - Stuff bills and any necessary inserts.
 - Process accounts for late notices.
 - Print Overdue Accounts Report.
 - Print and sort late notices for mailing.
 - Run End of Month reports.
5. **DEPOSIT PAYOUTS:**
- Prepare deposit refunds for accounts payable.
 - Print status of payouts for balance.
6. **CASHIER:**
- Take payments, provide receipts, and make change.
 - Maintain cash drawer and balance with daily receipts.
 - File statement payment stubs. Keep for three months on file.
 - Prepare daily receipt deposits before the close of daily business.
7. **MANAGEMENT SUPPORT:**
- Prepare lock-up service disconnection notices for delinquent accounts.
 - Prepare lock-up service reconnections for paid-up disconnected accounts.
 - Assist General Manager with computer support in other facets of operation as time permits and as required.
 - Learn the Personnel Policy, Bylaws, Conflict of Interest and Tariff of Maxwell Water Supply Corporation.
 - Become functional and trained in all areas of the office.
8. **BUILDING SECURITY**
- Secure Office Building daily.
9. **FUNCTION AS A TEAM PLAYER/TEAM WORK**
- Work with other MSUD Staff and contractors in a cooperative, respectful and productive manner
 - Communicate effectively and be forthcoming with information with all other staff members/contractors
 - Be proactive in offering to help other staff members as needed
10. **ANY OTHER DUTIES ASSIGNED BY OFFICE MANAGER/GENERAL MANAGER**

**This employee is entitled to paid Holidays, Sick Leave and Vacation.
This employee is entitled to Medical Insurance upon hire.**

EMPLOYEE SIGNATURE

DATE