

ACCOUNTING ASSISTANT I-UTILITY CLERK

CITY OF CHELAN, WASHINGTON

City of Chelan's fast paced Finance Department is accepting applications for the position of Accounting Assistant I-Utility Clerk. This critical team member position, with career growth potential is Full-Time with benefits. Candidates should have a willingness to learn, open to cross-training and attention to detail. Spanish speaking bilingual candidate is desired. Please submit a complete application package, including cover letter, resume and employment application to the City Clerk by mail at PO Box 1669, Chelan, WA 98816 or electronically to [pgallucci@cityofchelan.us](mailto:pgallucci@cityofchelan.us). Application materials are located on the City's website: [www.cityofchelan.us](http://www.cityofchelan.us). First review of applications will be February 22, 2021. Position is Open Until Filled. Incomplete applications will not be accepted.

## CITY OF CHELAN JOB DESCRIPTION

**TITLE:**                    **ACCOUNTING ASSISTANT I- UTILITY CLERK**

DEPARTMENT:        Finance

REPORTS TO:        Finance Director

SUPERVISES:        None

ADOPTED/REVISED DATE:        SALARY GRADE: 18 (\$3,804-\$4,566 DOE)

### **POSITION PURPOSE/SUMMARY**

This position has primary responsibility for accurate billing and receipting of City Utility Customers and Receptionist Duties and performs a variety of accounting duties.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations.
- Develops new City utility accounts and maintains and audits current accounts.
- Processes water and garbage route information
- Processes meter readings, billings, and customer accounts
  - Reviews prepared bills prior to mailing to ensure a high degree of accuracy.
- Sorts and sends out water/sewer/sanitation bills.
- Responds to inquiries regarding fees, delinquencies, disconnections, re-reads, and general procedural information.
- Prepare and review delinquency notices prior to mailing.
- Coordinate commercial sanitation services with Public Works.
- Maintains customer account information in an orderly, efficient manner to support actual billings and other activities. Maintains data base of garbage and water sequence numbers for cross reference.
- Prepares reports as required.
- Assists with Receptionist/Cashier's duties
- Performs other duties as needed.

### **WORKING CONDITIONS**

Work is generally performed while standing or sitting, in an office environment, with a computer and telephone. Some lifting of forms and small equipment is required.

### **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Knowledge of office practices, procedures, and equipment.
- Knowledge of business English, composition, spelling and punctuation.
- Knowledge of generally accepted accounting principles (GAAP)

- Knowledge of the State of Washington Budgeting, Accounting and Reporting System (BARS)
- Ability to operate the telephone in a clear, well-modulated voice using good diction.
- Ability to understand and correctly execute verbal and written instructions.
- Ability to prioritize assignments and work independently.
- Ability to operate office equipment such as an adding machine, photocopier, and personal computer with respect to word processing, electronic spreadsheets, basic database management and integrated accounting software.
- Ability to accurately prepare and maintain correspondence, files, reports and statistical information.
- Ability to establish and maintain effective working relationships with co-workers, other organizations, and the public.
- Willingness to be flexible with schedule and assigned projects.
- Ability to work well under pressure.
- Must be oriented towards community service and be sensitive to the public process.

### **QUALIFICATIONS REQUIRED**

Minimum of one-year computer experience utilizing Microsoft products, including Word and Excel, with an emphasis on basic spreadsheet applications.

Experience in a general office setting using office machinery and equipment, including postage machines, fax, and multi-line telephone systems.

High school diploma or General Educational Development (GED), Valid Washington State Driver's License with driving record free from serious or frequent violation.

Spanish speaking bilingual candidate desired.

First Application review February 22, 2021. Position open until filled.

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The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.



# EMPLOYMENT APPLICATION

## CITY OF CHELAN

135 East Johnson Avenue • PO Box 1669 • Chelan, Washington 98816 • (509) 682-4037

APPLICATION WILL BE PROCESSED ONLY WHEN THE CITY OF CHELAN HAS ANNOUNCED A RECRUITMENT AND THE CLOSING DATE HAS NOT PASSED. THE CITY OF CHELAN WILL NOT PROCESS UNSOLICITED APPLICATIONS FOR EMPLOYMENT NOR WILL IT RETAIN APPLICATIONS FOR FUTURE CONSIDERATION.

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age or the presence of a sensory, physical or mental disability. The City of Chelan will provide reasonable accommodation to disabled applicants if requested. Please notify the Mayor's Office at least two days prior to the need.

OFFICE USE ONLY

POSITION APPLIED FOR: \_\_\_\_\_

Name:

Social Security #:

*Last,*

*First*

*Middle*

*In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. SSN will be used for identification purposes to ensure that proper records are obtained.*

Current Mailing Address: \_\_\_\_\_ Email Address \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Specify days and hours you are available to work: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

How were you referred to the City of Chelan? \_\_\_\_\_

Are you prevented from lawfully working in the United States by visa or immigration status? Yes  No

*Note: Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.*

Have you applied for work with the City of Chelan before? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Have you ever been employed by the City of Chelan? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Give the names and relationships of any relatives employed by the City of Chelan: \_\_\_\_\_

Do you possess a valid Washington State Driver's license? Yes  No

Can you perform all the functions of the position for which you are applying with or without reasonable accommodation? Yes  No

Are you at least 18 years of age ? Yes  No

Special Skills: \_\_\_\_\_

Certification/Licenses: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

### U.S. MILITARY RECORD

Have you served in the U.S. Armed Forces? Yes  No

If Yes, please give the dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

Branch: \_\_\_\_\_ Can you provide a copy of your DD-214? Yes  No

Start with your current or most recent employer. Fill in completely even if including a resume. Incomplete applications may not be accepted.

1. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**If you need additional space for employment history or education, please mark this box  and continue on page 4.**

### EDUCATION

| Name of School | Location | Did You Graduate? | Majors/Minors                    | Degrees Received                |
|----------------|----------|-------------------|----------------------------------|---------------------------------|
| High School    |          |                   | <input type="checkbox"/> Diploma | <input type="checkbox"/> G.E.D. |
|                |          |                   |                                  |                                 |
|                |          |                   |                                  |                                 |
|                |          |                   |                                  |                                 |

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I authorize the City of Chelan to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and the City of Chelan from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment with the City of Chelan.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City of Chelan has not employed me and for immediate dismissal if the City of Chelan has employed me. I also authorize the City of Chelan to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency or other party having a legal and proper interest, and I hereby release the City of Chelan from any and all liability for its providing this information.

I understand that nothing in this employment application, in the City of Chelan policy statements or personnel guidelines or in my communications with any City of Chelan official is intended to create an employment contract between the City of Chelan and me. I also understand that the City of Chelan has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Chelan unless it is made in writing and signed by the Mayor of Chelan. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City of Chelan retains the right to terminate my employment at any time for any reason.

I understand that an incomplete application may delay action or disqualify me from further consideration.

I hereby acknowledge that I have read and understand the preceding statement.

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Signature of Applicant

Date of Application

**Employment Continued**

4. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
5. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
6. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**Education Continued**

| Name of School | Location | Did You Graduate? | Majors/Minors | Degrees Received |
|----------------|----------|-------------------|---------------|------------------|
|                |          |                   |               |                  |
|                |          |                   |               |                  |
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