

MONROE CITY
UTILITY CLERK
REQUIREMENTS AND DUTIES

Position summary:

The purpose of the position is to perform a variety of utility billing services for the City of Monroe, and assist with accounts payable, accounts receivable, collections, and other duties as assigned.

Major Duties & Responsibilities:

The primary responsibilities of this position include but are not limited to the following.

UTILITY BILLING:

Billing:

1. Prepare meter reading list and equipment.
2. Calculate customer bills, print bills and mail bills so that they are delivered on the 1st of every month.
3. Set up new accounts, and prepare termination billing.
4. General records maintenance; printing and storing end of month reports, termination billings, and read and leave meter reading slips.
5. Prepare adjustment register for council signature at the end of each billing period.
6. Maintain current information on utility customer account.

Collections:

1. Send out disconnect notices for customer accounts that are past due.
2. Enforce utility policy with collection of utility bills.

ACCOUNTS PAYABLE

1. With assistance from the city treasurer code each invoice with correct general ledger account number.
2. Entry invoices into account payable system.
3. Prepare warrant register for council approval.
4. Scan check and invoice.
5. Mail checks to applicable vendors
6. General record maintenance.

ACCOUNTS RECEIVABLE

1. Assist Treasurer as needed in collecting payments, entering payments into account receivable system, and prepare bank deposit.

WATER DEPARTMENT

1. Assist Water Superintendent with filing reports, testing, and records maintenance.
2. Assist Water Superintendent when needed.

UTILITY BOARD

1. Prepare, Post, and deliver Notice and Agenda
2. Attend Utility Board Meeting and take minutes

GENERAL

1. Handles incoming calls.
2. Assist patrons
 - Utility questions
 - Zoning questions
 - Cemetery questions
 - Reserving Parks/Community Center
3. Co-sign checks with City Recorder or Treasurer
4. City Newsletter
5. Manage employee calendar
6. Attend training as needed
7. Assist other city personnel when needed
8. Substitute for City Recorder when needed
9. Substitute for City Treasurer when needed
10. Assist Mayor and City Council
11. Any and all other duties and assignments when needed