

MAJOR FUNCTION

This is advanced and specialized para-professional accounting work which follows well established policies and procedures; and involves processing various complex accounting data and transactions related to either utility billing, property control, or other accounting system data transactions. An employee in this class acts as a control point for data from one or more activities requiring input into the accounting system. Work involves the checking and processing of recorded data, making corrections, additions and deletions, and verifying the accuracy of the output of information and reports. An employee in this class is expected to exercise independent judgment in solving most work problems with advice and assistance from a technical superior in handling unusual or difficult problems. Work is reviewed in progress and upon completion for accuracy and conformity with divisional operating policies and procedures.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Processes additions, deletions, and changes related to the respective accounting systems. Verifies and enters missing and/or additional information required to complete transactions. Assigns control numbers. May contact internal or external customers to confirm the accuracy of the related transactions and records. Facilitates the resolution of internal and external customer concerns for related transactions or processes. Secures the appropriate actions from the various activities related to the successful operation of the respective accounting systems. Reviews pending and uncleared transactions, and takes necessary actions to ensure completion. Maintains related files. Prepares utility statements for bulk mailing conforming to postal regulations. Audits transactions and related process; prepared periodic reports as necessary. Assists with staff and end-user training on processes and systems as necessary. Performs related work as required.

Other Important Duties

May serve in a lead worker or team leader capacity. Distributes and/or mails service outputs as necessary. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of postal regulations and mail inserting equipment. Considerable knowledge of the rules, policies, regulations, and procedures involved in processing accounting system transactions. Considerable knowledge of the principles, practices, procedures, and equipment used in modern office management. Considerable knowledge of modern record keeping, bookkeeping, and reporting methods. Considerable knowledge of accounting system and/or utility billing methods and procedures. Ability to make rapid and accurate computations and tabulations, to maintain complex clerical records, and to prepare accurate reports from such records. Ability to plan, organize, and perform work independently. Ability to understand and follow complex oral and written instructions. Ability to prepare clear and concise written reports. Ability to communicate effectively with other departments and supervisory personnel. Ability to perform heavy lifting (i.e., cases of envelopes). Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Successful completion of a two-year college-level business program; and two years of utility billing, inventory control, or accounting systems experience; or possession of a high school diploma or an equivalent recognized certification and four years of experience that includes utility billing, inventory control, or accounting systems; or an equivalent combination of training and experience.

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