

Job Status:

Open - open and accepting applications

Full Time Position: M-F 8:00 a.m. to 4:30 p.m.

Compensation Range \$23.25 to \$33.22 Hourly DOQ

Water District No.49 is a member of Local 32

Benefits:

- 12 paid Holidays
- Vacation - 8 hours per month (increases based on years of employment)
- Sick leave - 8 hours per month
- Retirement - WA State PERS System
- Health care benefits : Medical, Dental, Vision & Life

Water District No.49 is looking for an accounting specialist to work under general direction to fulfill but not limited to utility billing, accounts receivable, cash receipting and customer service functions.

***Please email cover letter and resume to info@wd49.com
or fax to (206) 244-5211.***

SPECIFIC AREAS OF RESPONSIBILITY

Utility Billing

- Customer Service / Answer Phones
- Accurate and timely billing
- Audit and edit reads
- Request re-reads
- Notify customers of consumption changes
- Apply penalties and process delinquency notices
- Process final and shut off notices
- Track and order billing supplies
- Organize and file billing and accounting records
- Track backflow and testing requirements
- Back up cashier
- Back up - prepare daily deposits

MINIMUM QUALIFICATIONS:

- Requires good public relation skills
- Ability to handle stressful situations

- Communicate effectively, both orally and in writing
- Work harmoniously with the public and District staff
- Reliable and regular attendance
- Maintain clear, concise and accurate records
- Handle multiple priorities
- Competent operation of computer and applicable software

EDUCATION AND EXPERIENCE:

- High school diploma or GED
- Two (2) years related experience working in an office environment