

Job Title: Accounting Clerk
SCA Equivalent: None
Effective Date: January 1, 2012
Latest Revision: January 1, 2021
AIP Target: 10% of Base Earnings
Profit Centers: 400

Primary Accountability - Responsible for providing technical and administrative support for the accounts payable and receivable functions of the company.

Description of Primary Responsibilities

- 1) Supports the accounts receivable function for Aqua Engineers, Inc.:
 - a) Reviews work orders and prepares invoices,
 - b) Prepares routine monthly O&M billings in accounting software,
 - c) Processes credit card payments from customers,
 - d) Assists customers with payment or billing questions,
 - e) Logs and files all work orders,
 - f) Sends out monthly statements to customers,
 - g) Collects past due payments and provides aging reports for managers.
- 2) Supports the accounts payable function for Aqua Engineers, Inc.:
 - a) Receives and distributes all bills/invoices for approvals and coding,
 - b) Processes and inputs all invoices for payment,
 - c) Requests and processes W-9 Forms,
 - d) Makes invoice payment selections in accounting software (unless authorized to sign checks),
 - e) Communicates with vendors and employees to request missing invoices,
 - f) Assists with the administration of the company credit card – order new cards, increase/decrease limits, add job/cost codes for coding,
 - g) Updates Sage vendor information for 1099 electronic filings,
 - h) Selects vendors for payments and prints paper checks for final review and signature (unless authorized to sign checks),
- 3) Responsible for managing supplies of office inventories and performing basic administrative duties:
 - a) Maintains office supplies inventory and office equipment, including copiers and typewriters,
 - b) Schedules maintenance on equipment,
 - c) Answers, screens and refers telephone calls; handles routine inquiries,
 - d) Receives and distributes mail; processes outgoing shipments,
 - e) Prepares and makes cash deposits and mails checks to lockbox.
- 4) Performs administrative duties for administrative clients:
 - a) Enters monthly meter readings for all required admin client billings,
 - b) Sends out monthly invoices generated in Sage and/or Quickwater,
 - c) Tracks payments and follows up on delinquencies with customers and vendors,
 - d) Ensures all bills are properly coded and approved then enters into accounting system,
 - e) Pays bills and submits check register for approval (when required),
 - f) Assists with maintaining admin client files,
 - g) Applies payments to customer invoices,
 - h) Sets up and updates customer information in billing system,
 - i) Assists customers with payment or billing questions,
 - j) Archives old customers in billing software,
 - k) Provides requested financial reports,
 - l) Enters general and transaction journal entries,

- m) Prepares final billing statements for review,
- n) Reconciles bank statements for admin clients,

Description of Primary Attributes

General Development:

- 1) Possesses basic organizational skills, typically to organize own work.
- 2) Job duties require the ability to work independently and as part of a team.
- 3) Is able to effectively select from alternatives to situations encountered on the job and carry through to completion.

Professional & Technical Knowledge:

- 1) Possesses general work-related skills at a level consistent with completion of high school, including written and verbal communication skills, computational and computer skills, and mathematical knowledge.
- 2) Possesses understanding of bookkeeping and accounting skills and procedures at a level associated with completion of an associate's degree or trade school program.

Technical Skills:

- 1) Ability to prepare basic correspondence and simple reports in Microsoft Word.
- 2) Proficient with accounting software used by the company (MAS90).
- 3) Ability to use Microsoft Excel to create tables and simple displays of information.

Licenses & Certifications – None required

Communications Skills:

- 1) Effectively communicates information in written (including electronic) correspondence.
- 2) Effectively communicates complex and/or technical information to co-workers and others.
- 3) Exercises tact and diplomacy in the resolution of mild conflicts or disagreements.

Physical Demands - Job duties are performed under typical office conditions.