

## **ACCOUNTS RECEIVABLE CLERK**

**Entity:** Towamencin Township, 1090 Troxel Road, Lansdale, PA 19446

**Application Deadline:** Applications and resumes will be accepted until the position(s) are filled

### **ESSENTIAL JOB FUNCTIONS:**

- Responsible for the billing and collection of property and sewer taxes, and other payments to the Township
- Researches and resolves resident issues related to property and sewer taxes, answers inquiries, and enforces applicable policies; issues credits and fees as required
- Calculates commercial sewer usage based on flows reported by the water company
- Maintains the online payment database to ensure timely and accurate information
- Issues sewer certifications on all resales/refinancing for all Township properties
- Responsible for residential sewer shut-offs due to non-payment of annual sewer charges
- Processes and collects sewer liens as needed
- Reviews and processes daily receipts
- Deposits daily cash receipts to the bank and ensures proper account posting
- Maintains residential rental property database
- Composes, runs and edits a variety of correspondence; provides support documents for audits; prepares various reports for management as requested
- Maintains all accounts receivables files, reports and spreadsheets ensuring compliance with established policies and regulatory guidelines
- Corresponds with customers and responds to inquiries in an accurate and timely manner via phone, email and in person
- Provides support by entering payroll information, may also process payroll at times

### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by three or more years of bookkeeping or accounting experience; or an equivalent combination of education, certification, training, and/or experience. May be required to have a valid Pennsylvania state driver's license. May be required to have or obtain additional formal industry certification(s) based on area of assignment.

- Knowledge of accounts receivable systems and processes
- Knowledge of clerical procedures and systems such as managing files and records
- Knowledge of principles and processes for providing outstanding customer service
- Skill in working independently and following through with minimal direction
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and applicable department/organization specific software
- Ability to handle confidential employment information with tact and discretion
- Ability to establish and maintain effective and collaborative working relationships
- Ability to provide service in a courteous, prompt, and efficient manner
- Ability to communicate effectively orally and in writing
- Ability to regularly attend work punctually and organize work for timely completion