

Account Clerk – Water Department

The Village of Jerome is seeking to fill an Accounts Clerk position for our Water Department with a candidate with experience with customer service, accounting/bookkeeping, and general secretarial duty experience.

The person must be proficient in Word, Excel, with preference for someone with experience with Locis accounting software. Must be able to run a cash register and have experience with dealing with customers in person and on the phone as it relates to Village business and the Water Department.

Some of the duties, include but are not limited to:

1. Rings in water payments to cash register, posts payments to water accounts, balances cash register daily, and completes documentation to reflect receipt and deposit in accounts.
2. Prepares final bills for customers leaving the system and processes refunds, if appropriate.
3. Signs up new water customers, creating new accounts in the computer system.
4. Loads and processes meter readings, and prepares and mails water bills.
5. Prepares daily and monthly reports to reflect activities in the Department.
6. Answers phones and assists callers.

Works 15-20 hours per week, with schedule to be determined by the Board of Trustees.
Salary is \$14.00 per hour.