



CITY OF RIDGEFIELD
Invites applications for the position of:

UTILITY/ACCOUNTING CLERK

FINANCE DEPARTMENT

An Equal Opportunity Employer

SALARY RANGE: \$24.13 - 31.78/Hourly (2022 Wages)

CLOSING DATE: Applications will be accepted January 11, 2022 through January 18, 2022 at 5PM.

DEFINITION:

The Utility/Accounting Clerk will work under the general supervision of the City's Finance Director. The primary responsibilities for this position are to assist with maintaining the utility billing system for the City and provide general accounting duties. Examples of responsibilities include:

- Assist with utility billing, account maintenance and collecting payments.
- Assist with accounts payables and/or receivables; resolve discrepancies. Enter, track, and maintain documentation and logs of financial transactions ensuring that charges and receipts have posted to appropriate general ledger accounts.
- Perform customer service/receptionist functions; answer telephone calls, greet visitors, and assist customers; provide information/assistance regarding department services, activities, procedures, documentation, fees, or other issues; respond to routine questions/complaints and initiate problem resolution.
- Assist in ordering, care, maintenance, and utilization of department equipment, supplies, and inventories.
- Provide a wide variety of general clerical work.

Utility Clerk is a full time, regular, non-exempt position with a regular work schedule of 40 hours per week. The position is covered under the terms of the collective bargaining agreement between Teamsters Local 58 and the City of Ridgefield.

EMPLOYEE BENEFITS:

The City of Ridgefield offers a comprehensive benefits package which includes family and domestic partner health benefits such as medical, dental and vision. Coverage is provided through Regence Blue Cross Blue Shield. Other benefits include an Employee Assistance Program, long-term disability, paid holidays, vacation and sick leave. Retirement benefits are provided through Washington State Retirement System.

QUALIFICATION REQUIREMENTS

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

1. High school diploma or equivalent.
2. One year of responsible clerical experience, accounting or finance experience preferred.
3. Training in utility billing best practices and processes preferred.
4. Knowledge of modern office procedures and methods; computer equipment and information management systems such as Microsoft Excel is strongly preferred. Knowledge and use of Springbrook software is helpful.
5. Ability to learn and correctly interpret and apply the policies and procedures of the function to which assigned; to work independently, be self-motivated, coordinate projects, and follow projects through to completion.
6. Strong customer service, communication and problem-solving skills and attention to detail.

Individuals are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy; work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and, consistently provide quality service.

HOW TO APPLY and SELECTION PROCESS:

Interested candidates must submit the following materials:

1. A completed Application for Employment.
2. A cover letter explaining why the candidate is interested in the job position, strengths and weaknesses in the job, and a short summary of why the candidate is qualified for the position.

The Application for Employment can be submitted on-line at: <https://ridgefieldwa.us/government/job-opportunities>.

The final candidate will be required to successfully complete an interview process and background investigation.

More information about Human Resources and the Administrative Services Department and job opportunities are available on the City's website at www.ridgefieldwa.us or by calling Human Resources at 360-887-3557.

The City of Ridgefield is an equal opportunity employer committed to attracting and retaining a diverse mix of talented people who want to come, grow, and do their best work here. Together, we strive to create and maintain a working environment that is inclusive, equitable, welcoming and that provides the best possible services for our community.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.