

## **ACCOUNTS PAYABLE / UTILITY OFFICE ASSISTANT**

### Job Description

#### **AP DUTIES:**

- Pay bills and invoices
- Process and reconcile invoices
- Maintain Accounting Ledgers
- Analyze Reports
- Prepare Checks
- Respond to vendor inquiries
- Establish and maintain relationship with new and existing vendors
- Filing and maintaining vendor records

#### **ASSIST BILLING CLERK:**

- Accept and process incoming payments for utilities
- Assist customers inside the office, at drive thru-window, and on telephone with payment and utility questions
- Complete door-hangers for customers to be shut off
- Process all check payments via Remote Deposit Capture submission to the bank
- Assist utility billing clerk with any service slips for re-checks
- Assist billing clerk with monthly billing, process monthly bills, pull any bills to be mailed separately
- Assist billing clerk with customer service
- Perform functions of the billing clerk when clerk is out of the office for an extended period

#### **PROCESS BUILDING PERMITS:**

- Enter information into permit book
- Accept and process fee payments
- Number building permit and obtain and copy GIS map for inspector
- Scan and send permits application to the Building Inspector
- Provide window permit to resident
- Provide a clear line of communication between residents and the building Inspector

#### **ASSIST WITH ZONING:**

- Provide residents with proper paperwork for zoning change requests
- Accept and process zoning requests

- Schedule meeting dates
- Review requests, and print GIS maps for residents
- Type legal descriptions and zoning notices when required
- Assist with issuing letters to neighboring properties
- Scan requests for electronic filing and forward to Zoning Board and City Council
- Mail Zoning notices, publish notices
- Create Zoning signs for display on properties
- Post required notices at City Hall
- Create Zoning agendas
- Copy and email Zoning meeting minutes to Zoning Board and City Council
- Provide a clear line of communication between residents, Zoning and the Building Inspector

**OTHER DUTIES:**

- Prepare and Process New and Renewal Licenses for businesses
- Assist as a point of contact for Community Center and various Park reservations
- Provide administrative support, as needed, to Public Works and Utilities
- Research historical information and records as needed
- Update ordinance and resolution lists
- ALL OTHER DUTIES AS ASSIGNED

**This is a non-union position under the direct Supervision of the Office Supervisor**