



**COMMISSIONERS**  
**MONTE RODEN**  
**DEAN TAKKO**  
**RICHARD AMES**

## **Accounting Clerk I**

To perform duties which include, but are not limited to the following:

- Take payments at the front counter
- Address customer billing inquiries
- Schedule and track payment arrangements
- Prepare files for meter readers
- Prepare customer billings and late notices
- Post daily and imported payments
- Prepare for and produce final notices, lock-offs, and lien filings
- Prepare pre-foreclosure letters
- Track legal expenses relating to foreclosures
- Coordinate with legal counsel on foreclosures
- Review Cowlitz County Treasurer Certificate of Delinquency
- Post and balance previous day audits
- Process customer account changes and generate final billings
- Process vacancy, leak, senior discount, and general account adjustments
- Prepare System Development Charges for new connections
- Process and Post Payroll in absence of Financial Administrator
- Track impending foreclosures and bankruptcies
- Track prevailing wage documentation
- Process and post claims
- Generate invoices
- Prepare and track field crew work orders
- Coordinate printing/ mailing newsletters and statement stuffers
- Website maintenance
- Water wheeling
- Notary Public service, as needed
- Perform record keeping and general clerical functions for efficient District operation
- Schedule staff travel and class registration
- Review and reconcile WebCheck inquiries
- Prepare payoff statements for title companies
- Prepare correspondence for staff, as assigned

### PHYSICAL DEMANDS

Expect to have peak periods where focus is interrupted by multiple demands on your attention and time.

- Be able to lift 20lbs to shelving above your head.

### WORKING CONDITIONS

While performing job duties, the Accounting Clerk I person may be expected to:

- Sit for extended periods of time,
- Climb stairs on a daily basis,
- Bend and/or kneel for filing, etc.
- Be able to self-supervise and work independently.

### RECRUITING REQUIREMENTS

Beacon Hill supports a Drug-Free Work Place and conducts pre-employment drug screens.

Must have or be able to obtain a First Aid\CPR certificate within six (6) months of date of hire.

Must be a high school graduate or GED equivalent. Two (2) years experience in a water/wastewater utility (or equivalent) is preferable. Accounting background is beneficial.

Must be able to communicate effectively verbally and in writing.

A Physical Examination, Completion of L&I History form, Pre-employment Drug Screen and a criminal background check will be required of Final Candidate.