

# South Jordan City

## Job Description

**Title:** Billing Clerk PT  
**Org:** 100120  
**Pay Grade:** 7

**Effective Date:** 9/22/17  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

**This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.**

### GENERAL PURPOSE

Performs a variety of working level and technical clerical duties as needed related to billing, collections, updating, and processing of monthly utility transactions.

### SUPERVISOR

Billing Supervisor

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Interact regularly with the public; in person, in writing, or on the phone, and assist with requests and questions in a courteous and helpful manner.

Assist with the day-to-day, deadline-driven processes of utility billing, which includes, but is not limited to:

Effectively respond and resolve billing or payment issues. Resolve billing disputes and process requests for fee waivers according to the guidelines provided in city policies, procedures and statutes. Provide both internal and external customers information regarding billing policies and processes by email, telephone or in person.

Prepare customer accounts for the monthly billing process. Preparation includes review of the monthly meter read import from city billing system for problems, use of reports to identify possible water leaks, create work orders, enter and/or correct data in city billing system, verify the accuracy of utility bills once generated, and send billing statements to an outside printing and/or mailing company.

Maintain meter inventory within the city billing system by completing regular record updates for ERT, meter, and register change outs. Responsible for ensuring GIS data is accurate for every meter.

Process monthly pre-authorized payment file and weekly pre-note file as needed. Research, calculate, and record billing adjustments caused by meter read errors water leak credits, truncation issues, customer appeals, etc.

Coordinate with the communication center to receive complete and accurate information necessary to finalize accounts. Create new customer records for incoming residents and verify the ownership change date is accurate per County records. Organize all necessary information to process final bills for residents moving out, including updated mailing address and final read. Responsible for creation and distribution of monthly collection or refund letters sent to close customer records and request utility billing applications for residents who have moved into the city but have not signed up for city services.

Collect new meter requests/meter sets from city software system and verify accuracy of address and meter information, add meter record to meter inventory, and create new utility accounts.

Post special recurring charges and credits to accounts (such as Military Abatement and Special Service pickups).

Approve and monitor formal payment arrangements and payments for budget billing (equal pay program) customers.

Prepare monthly delinquent and shutoff notices for customers with past due balances. Communicate by e-mail and/or mail notices on a regular basis. Assist with utility shutoff procedures (for both nonpayment and failure to apply for services).

Operate computers programmed with accounting and utility billing software to record, store, and analyze information.

Maintain up-to-date database of utility accounts and associated financial records.

Operate complex telephone equipment; receive, respond to and direct incoming telephone calls; query callers to identify needed assistance, determine appropriate department or office and direct calls accordingly, give request information pertaining to the finance division.

Receive customer complaints, questions, etc.; respond to questions and concerns by referring individuals to appropriate personnel for assistance.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One year of experience in billing, collections, or accounting;

2. Special Qualifications

Past experience in utility billing or government service preferred.

Associate Degree from a regionally accredited college or university with major course work accounting, finance may be substituted for experience.

3. Knowledge, Skills, and Abilities:

Working knowledge of telephone operations and procedures; basic customer service; telephone and interpersonal communication etiquette; general office maintenance and practices; operation of standard office equipment; knowledge of basic mathematics;

Ability to operate a personal computer and Microsoft products.

Ability to work independently and deal effectively with stress caused by continuous public contact; operate standard office equipment; communicate effectively, verbally and in writing; perform basic mathematical calculations; operate standard office equipment; effective working relationships with supervisors, fellow employees, and the public.

Ability to research, reconcile, and resolve complex billing issues using critical thinking and basic calculations; follow written and verbal instructions, work independently with minimal supervision; prioritize tasks; effectively utilize computer and software programs to assist in daily work, work well under pressure and impending deadlines; pay close attention to detail.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application

utilizes memory for details, verbal and written instructions, emotional stability and critical thinking. Regular exposure to stressful situations as a result of human behavior or deadlines. May be exposed to discomforts associated with constant monitoring of computer video display screens. May be required to work non-traditional hours.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b> Part Time General Pay Plan	<b>EEO-4 Class:</b> Admin Support
<b>Location:</b> Finance	<b>EEOP Class:</b> Admin Support
<b>Group/BU:</b> Part Time General Plan	<b>Tech-Net Match:</b> 730