



## FULL TIME UTILITY/ACCOUNTS CLERK

This position works directly under the supervision of the City Clerk.

Salary is based on qualifications.

### Skills, Knowledge, and Abilities

- Computer literate and experience **required** in Microsoft Word, Excel, PowerPoint, and Google Sheets;
- Prefer experience with website and social media;
- Ability to interact positively with the public and co-workers in person and by phone;
- Ability to operate office equipment (computer, copier, fax, scanner, multi-line phone system);
- Excellent organizational skills and punctual;
- Self-starter and team player;
- Ability to walk or drive to distribute event information;
- Payment data entry and 10-key calculator skills required;
- Some accounting experience preferred;
- Accuracy and attention to detail, especially with monthly deadlines and payment processing.

Days: Monday through Friday.

Works Hours: 8 a.m. to noon, 1 p.m. to 5 p.m.

### Primary Responsibilities

- Answers and directs incoming phone calls;
- Daily mail and bank run;
- Process daily check and cash payments in billing system, prepare reports, and balance cash drawer;
- Process daily ACH and credit card payments through city's online payment website and prepare reports;
- Facilitate monthly ACH payments through bank website on 12<sup>th</sup> and 22<sup>nd</sup> of each month and prepare reports;
- Track accounts signed up for email billing and automatic bank payments and ensure accurate and update information in billing and banking systems;
- Recording of utility payments and monthly credits to accounts by fund in various Excel spreadsheets
- Prepares handheld with meter information for Maintenance to read water meters on a monthly basis;
- Reviews reads for high use to be re-read by Maintenance and call residents who have high use;
- Generates and processes utility service cards to track account information for billing, account changes, repairs or concerns;
- Works closely with the City Clerk and Maintenance department regarding utility problems or emergencies;
- Performs billing and prepares monthly utility statements and email statements;
- Late bills and shut off notices;
- 911 Address and Trash Changes updates;
- Meter change outs, meter list and meter card file updates;
- Yearly sewer averaging;
- Registers peddlers and vendors;
- Collects payments for all other permits; fees and fines issued by the City (dog tags, rental fees, etc);
- Assist with website and Facebook updates;
- Community Center and City Park Shelterhouse Reservations as well as serves as secondary inspection person for the Community Center after use;
- Maintains stock of all city forms.

### Secondary Responsibilities

- Assist with other tasks as assigned.

**Submit cover letter and resume to:**

City of Lyndon  
730 Topeka Avenue  
P.O. Box 287  
Lyndon, Kansas 66451  
785-828-3146

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