

# **LUMMI TRIBAL SEWER AND WATER DISTRICT**

## **JOB DESCRIPTION**

### **JOB TITLE: Accounts Specialist**

EXEMPT:	No	DIVISION:	Lummi Tribal Entity
SALARY LEVEL:	DOE	DEPT:	Lummi Tribal Sewer/Water District
SHIFT:	Day	DURATION:	Full Time / Temporary
		LOCATION:	Gooseberry Point

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**JOB SUMMARY:** Under the active guidance of the Office Manager the Accounts Specialist handles customer related issues, including accounts receivable reconciliation, and maintains all customer filing systems. The Accounts Specialist provides District support services such as receptionist, supply and equipment orders, records, deliveries, pickups, and reporting, assists in the field identifying illegal connections to District services.

### **RESPONSIBILITIES:**

1. Responsible for assisting the Office Manager in handling customer accounts and billing issues in person, by telephone, and in written correspondence.
2. Responsible for assisting in monthly reconciliation of accounts receivable.
3. Responsible for providing District support services by pickups and deliveries of supplies, equipment, bank deposits, interoffice mail, and mail.

### **JOB DUTIES:**

The Accounts Specialist performs a wide range of duties, including, but not limited to the following:

1. Receptionist duties daily, answer incoming calls and routing to respective staff members as well as taking messages.
2. Customer service duties such as receipting payments, compiling and batching customer deposits, and occasional data entry of daily deposits.
3. Respond to customer billing inquiries.
4. Respond to requests / inquiries regarding District policies and procedures as related to current and/or potential customers.
5. Assists Office Manager with enforcing and processing District Collection Policy.
6. Creates, maintains, and updates customer account files.
7. Picks up and/or delivers interoffice mail, deposits, supplies, equipment, parts, etc.
8. Maintains records on clothing, supplies, vehicle maintenance, equipment, and similar activities.
9. Provides secretarial assistance to administration, sewer, and water divisions as required.
10. Performs field and other special projects as assigned.

## QUALIFICATIONS:

1. High School Diploma or GED
2. Valid Washington State Drivers License
3. Excellent customer service skills
4. Prior bookkeeping experience and bookkeeping education, which includes Accounts Receivable and general working knowledge of basic accounting practices and principals.
5. Ability to quickly and accurately use a ten-key by touch
6. Basic knowledge and use of Microsoft WORD and Excel, email, and internet
7. Initiative and ability to work and coordinate activities with a minimal amount of supervision
8. Ability to perform routine and repetitive tasks with a high degree of accuracy

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Employee Signature

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Date

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Supervisor Signature

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Date