

## DOWNERS GROVE SANITARY DISTRICT

### JOB DESCRIPTION

TITLE: Part-Time Billing Assistant

FLSA: Nonexempt

#### GENERAL SUMMARY

Responsible for processing billing receipts and assisting with other billing functions. Works closely with the Senior Billing Coordinator and reports directly to the Administrative Supervisor.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES

- 1) Handles routine billing inquiries, and other billing duties as assigned.
- 2) Processes user billing file maintenance and prepares statements for real estate closings.
- 3) Processes user receipts including cash, bank payments and mail.
- 4) Assist with preparation of user billing.
- 5) Performs secretarial duties including word processing, copying, filing, mailings, etc.
- 6) Assists with preparation for employee, staff and other meetings and annual Open House.
- 7) Performs other duties as assigned by Senior Billing Coordinator or Supervisor.
- 8) Serves as secondary receptionist for telephones, customers, and visitors. Also responsible for interacting with customers and others via email.
- 9) Performs errands including picking up mail at post office, making bank deposits, and delivering information to trustees, attorneys, and others as needed.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- 1) Entry level position.
- 2) Requires high school diploma.
- 3) Some college or work experience in accounting preferred.
- 4) Requires proficiency with Microsoft Word and Excel.
- 5) Requires moderate level of familiarity with website navigation and online research using search engines and other resources.

- 6) Requires ability to operate office machines, including data and word processing equipment, desktop imaging equipment, calculator, copier, and other office equipment.
- 7) Requires strong organizational skills and attention to detail.
- 8) Requires interpersonal skills and abilities to communicate effectively both orally and in writing with the public, co-workers and outside agencies, including under difficult circumstances. Requires strong customer service skills.
- 9) Requires ability to multi-task, organize and prioritize work, meet deadlines, and work as a team.
- 10) Requires State of Illinois Driver's License and ability to operate a motorized vehicle on public roads and highways.
- 11) Requires ability to lift and carry boxes and trays weighing up to 30 pounds.

#### PHYSICAL ABILITIES REQUIRED

- 1) Ability to operate required office equipment in order to send and receive information with necessary optical, auditory, and manual dexterity.
- 2) Ability to use a keyboard and mouse to enter, retrieve, or transform words and data.
- 3) Ability to use 10-key calculator by touch.
- 4) Ability to closely examine computer screen or written reports and proofread and check documents for errors.
- 5) Ability to walk, stand, or sit for an hour or more at a time for office related activities.
- 6) Ability to lift and carry boxes weighing up to 30 pounds.

#### WORKING CONDITIONS

Normal office environment for majority of work time. Exposure to outside conditions for performing errands and posting shut off notices for past due customers.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

06/07/22