



Accounting Assistant - Sewer Revenue (Full-Time)

Upper Merion Township, located in King of Prussia, PA is looking for an experienced, organized, forward-thinking, and highly motivated The **Accounting Assistant - Sewer Revenue** is clerical and accounting work of average difficulty. The employee in this position is responsible for the sewer billing/revenue cycle as well as supporting the general billing/revenue function in an auxiliary role. This position is also responsible for general accounting and clerical tasks as assigned. The incumbent is responsible for sound administrative judgment resulting in accurate and timely processing of billings, receipts and accounting records.

The **Accounting Assistant - Sewer Revenue's** responsibilities include, but are not limited to:

Essential Job Functions:

- Processes sewer account billings and payments using accounting software and other programs.
- Responsible for maintaining accuracy of customer account files.
- Responsible for maintaining accuracy of sewer revenue accounting ledgers.
- Responsible for monitoring delinquencies and collection of accounts.
- Serves as primary backup to general revenue processing.
- Researches and gathers data required for record-keeping, reports, and other activities.
- Provides quality and effective customer service with courtesy and understanding to our customers, vendors, citizens, and internal departments.
- Performs other duties as required.

Examples of Work:

- Prepare billing computation information and process billings for residential and commercial customer accounts.
- Process payments and records into corresponding customer account files.
- Issues sewer certifications.
- Coordinates and manages account delinquency process as established by the Township.
- Processes general revenue/cashier duties as needed.
- Performs miscellaneous clerical duties.
- Performs other duties, as assigned and/or as conditions warrant.

Knowledge/Abilities/Skills:

- Thorough knowledge of computer applications and software skills as well as work experience in a paperless environment.
- Possess an attention to detail.
- Ability to establish and maintain effective working relationships with associates, customers, and citizens.
- Possess effective communication skills.
- Ability to work with minimal supervision.
- Ability to organize and prioritize workload efficiently.
- Ability to maintain strong work ethics when dealing with sensitive financial information.
- Ability to sit for long periods of time, reach at waist level, handle office implements and perform fine manipulation frequently; stand, work, lift and carry items/objects weighing up to 10 lbs., bend and reach at all levels occasionally.
- Possess visual acuity (near vision continuously).

Minimum Education and Experience Required:

- High school diploma or equivalent required.
- Associate's degree in business or accounting from an accredited college or university.
- A minimum of three (3) years of accounting experience involving accounts receivables, billing, subsidiary/general ledger and reconciliation work.
- Any combination of experience and training that provides the required knowledge skills and abilities.
- Valid driver's license.

How to Apply:

For immediate consideration, applicants should complete an employment application by visiting:

<http://www.umtownship.org/wp-content/uploads/2021/12/Application-UMT-Employment-DH-Update.pdf> and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. Applications will be accepted until the position is filled.

