

JOB OPENING

NMWRD DISTRICT CLERK

The District Clerk position is a non-exempt position and will report directly to the District Manager. Applicants should have an extensive background in all business functions related to the operation of a water or wastewater utility, or municipal agency. Excellent oral and written communication skills and a high level of proficiency in QuickBooks are a prerequisite. Salary range is \$22.77 to \$30.81/hour, depending on experience and qualifications, with excellent benefits. The District is an IMRF employer.

The District Clerk is a confidential employee responsible for all administrative and fiscal functions for the District, including responsibilities for accounts receivable, preparing bank reconciliations and various administrative duties for the District's financial records. Work also requires assuring compliance with all Open Meeting Act requirements, Freedom of Information Act requirements, fiscal reporting requirement in all respects, filing of the annual tax levy and abatements, records disposal, posting of meeting agenda, payroll reporting to employees and required local, state and federal agencies, assisting with preparing the annual budget and appropriations ordinance, posting notices of meetings and various public hearings, posting notices of trustee vacancies, assisting with the annual audit as needed, preparing the annual tax levy in accordance with "truth in taxation" requirements, preparing payroll checks, completing accounts payable, responding to internal and external inquiries, performing a variety of administrative duties related to the District's financial records. The District Clerk is required to attend all Board Meetings and record the meeting minutes. Work is performed in accordance with established accounting practices and procedures. Please visit the District's website at NMWRD.org to view the District Clerk's full job description.

Applicant should be able to show progressive experience with managing personnel and must be approachable and team oriented. The District Clerk may be called upon to fill the role of Acting Manager in the absence of the District Manager.

Interested individuals should email a cover letter, resume with professional references, and salary requirements to haque@nmwrd.org. No phone calls please. **Deadline for resume submission is April 30, 2018**

Northern Moraine Wastewater Reclamation District

113 Timber Trail
P.O. Box 240
Island Lake IL. 60042

Phone: 847-526-3300
Fax: 847-526-3349
Email: info@nmwrd.org
Web site: www.nmwrd.org

Job Description

Job Title: District Clerk

Effective Date: 02.20.18

FSLA Status: Non-Exempt

Pay Range: \$22.77-\$26.78-\$30.81; Unit 2, Grade 7

Nature of Work:

The District Clerk is a confidential employee responsible for all administrative and fiscal functions for the District, including responsibilities for accounts receivable, preparing bank reconciliations and various administrative duties for the District's financial records. Work also requires assuring compliance with all Open Meeting Act requirements, Freedom of Information Act requirements, fiscal reporting requirement in all respects, filing of the annual tax levy and abatements, records disposal, posting of meeting agenda, payroll reporting to employees and required local, state and federal agencies, assisting with preparing the annual budget and appropriations ordinance, posting notices of meetings and various public hearings, posting notices of trustee vacancies, assisting with the annual audit as needed, preparing the annual tax levy in accordance with "truth in taxation" requirements, preparing payroll checks, completing accounts receivable billing, responding to internal and external inquiries, performing a variety of administrative duties related to the District's financial records. Work is performed in accordance with established accounting practices and procedures.

Work also includes responsibility for all business related functions of the District.

Work involves responsibility for utility billing and collection and maintenance of related records. Work also involves providing customer service to customers, handling billing problems, account maintenance, sending out past due notices and authorizing service shut offs. Work involves responsibility for performing general clerical work, balancing daily receipts, posting of daily cash payments, preparation of accounts receivable, initiation of past due invoices and initiating collections. Work also involves the handling of customers at the counter and operating the switchboard

Work also involves responsibility for journal entries, accounts payable, budget, general ledger maintenance, recording investment activity and monthly bank reconciliation. Work also includes account analyses, grant accounting and preparation of financial reports. Work is performed independently in accordance with established accounting

practices and procedures, under the general supervision of the District Manager, who reviews work for results obtained and through verification of financial records and through periodic audits.

Examples of Essential Job Functions:

Post board meeting schedule, post the holiday schedule and utility billing schedule on the website.

Draft tax abatement ordinance and submit to appropriate agencies. Complete and file annual property assessment certifications with county clerks.

Prepare annual records disposal certificate to be filed with State Records Disposal in Springfield.

Complete and file NPDES financial report with IEPA.

Draft and post board meeting agenda.

Prepare and submit W2's, W3's, 1099's to the appropriate agencies. Prepare and submit all required payroll reports to the appropriate agencies.

Attend Board meetings and prepare board meeting minutes.

Maintain District's documents filing system.

Prepare and submit employer's quarterly wage and contribution reports.

Assist District Manager with human resource functions.

Track employee benefits and paid time off.

Maintains confidential employee records.

Assist with fiscal budget preparation. Close out fiscal year and prepare for annual audit and file fiscal year documents after audit has been completed. Prepare annual appropriation ordinance and file as required with appropriate agencies.

Prepare annual statement of receipts and disbursements for publication. Submit certified copies of budget and appropriation ordinance with publication certificates to the appropriate agencies.

Prepare and file annual prevailing wage resolution.

Prepare utility billing and connection fee rate reports to facilitate adjustment determinations.

Prepare and publish tax levy notice, prepare tax levy ordinance, publish adoption of tax levy notice and submit certified copy of tax levy with publication certificates to the appropriate agencies.

Prepare and publish adoption of utility billing and/or connection fee ordinance.

Perform routine accounting including the following functions: post miscellaneous cash receipts, post miscellaneous journal entries, post invoices, print checks and check register, import utility billing and payroll into accounting, month end reports, prepare treasurer's report, reconcile bank statements, maintain chart of accounts, complete the transfer of funds from savings to checking, initiate wire transfers, sign and seal official documents, prepare packets of information for trustees before each board meeting and make bank deposits. Deliver Board packets to Trustees' homes.

Communicates with customers by telephone, email and in person, answering questions and providing them with information; resolves billing problems; sets up new accounts; updates billing information; sets up payment plans; handles request for service calls, set ups and billing for special services.

Accepts and inputs payments for sewer bills, miscellaneous payments and permits; verifies payments against bills or invoices; enters receipts into cash register; posts sewer bills; balances cash receipts, endorses checks and posts into the accounting system; performs data entry functions.

Processes water meter readings; enters data into the utility billing database; runs edits and corrections for actual meter readings and estimates and updates meter readings accordingly; writes up service requests;

Receives and processes customer payments, making appropriate adjustments to customer's accounts; sends out late notices; arranges payment schedules for delinquent accounts, including penalties; initiates subsequent shut off process, if necessary.

Processes service requests, schedules inspections;

Monitors and processes any special requests or special meter readings and runs related programs; processes refunds; sends out letters to customers as appropriate.

Processes monthly reports; prepares the general ledger.

Processes service requests and schedules appointments for service.

Maintains District records of names and addresses of customers with accounts, providing corrections and updates as needed. Adds notes for foreclosures or other actions.

Processes monthly billing, export file to printing company, proofs file and approves bills.

Performs the duties of other District clerical Staff on a relief basis; services front counter as needed.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Operates a telephone or telephone switchboard in answering incoming calls to the District; greets, refers, directs, and informs the general public.

Maintains records, enters data and prepares past due invoices for various bills; types and prepares liens to send to the County for non-payment of bills.

Opens, sorts and distributes mail.

Performs routine office duties such as typing, copying, and filing; prepares correspondences and notices.

Fills in for and performs miscellaneous duties of other Clerical Staff, as needed.

May supervise the work of other Administrative staff members.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Maintains confidential and sensitive information.

Follows safe work practices.

Other Job Functions

Performs related duties as assigned.

Requirements of Work

Graduation from high school, including or supplemented by courses in bookkeeping and modern office practices; experience in accounting clerical or customer service work, preferably including experience with computerized systems; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

High level of proficiency with QuickBooks.

Moderate experience with utility billing software.

Considerable knowledge of advanced bookkeeping principles and procedures and business mathematics.

Thorough understanding of financial reports, statements of financial condition, income statements and ability to prepare monthly financial statements.

Considerable knowledge of modern office management practices, procedures, and equipment.

Knowledge of basic principles involved in computerized accounting systems.

Knowledge of a utility functions and the utility billing operation in a wastewater or water utility or municipal environment.

Ability to appropriately and accurately respond to questions and requests of customers and other employees.

Ability to operate a personal computer with the software and programs necessary to perform the work of the District.

Ability to prepare basic business correspondence.

Ability to communicate effectively, both orally and in writing.

Ability to perform arithmetic calculations quickly and accurately.

Ability to establish and maintain effective working relationships with other employees.

Skill in dealing with the public and providing good customer service.

Skill in the operation of devices using alphanumeric keyboards.

Knowledge of business English, grammar, and punctuation.

Knowledge of standard office practices, procedures, equipment, and clerical techniques.

Ability to learn assigned clerical tasks readily and to adhere to prescribed District procedures.

Ability to maintain routine financial records, and to prepare clerical and routine financial reports.

Ability to work a switchboard and cash register.

Ability to deal tactfully and effectively with the customers and the general public.

Ability to make decisions in accordance with district procedures and regulations and apply these to work problems.

Ability to communicate in Spanish would be beneficial.

Necessary Special Requirements

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.