

## West Saline Water Users Association

### Accounting Technician

#### Job Summary:

The accounting technician is responsible for assisting in the account receivable duties (invoicing and cash payment processing) and the accounts payable duties (receiving/processing invoices and collections). In addition to any other accounts receivable/payable transactions monthly and yearly financial statements.

#### Essential Functions:

- Billing/learn billing software/post payments
- Greet guests/answering phone and deal with disgruntled customers
- Assist with timecard records
- Maintain credit card information
- Maintain and reconcile daily including balancing the money back to the bank statement
- Close out accounting periods monthly and yearly
- Handle daily mail, payments received in the office and payments placed in mail drop
- Close out former customers by refunding and issuing of checks for customer deposits
- Pay monthly bills
- Make daily deposits
- Fill out: worker's compensation forms, quarterly/yearly payroll reports and W-2's.  
Provide documents to independent auditor and represent the water department in any other audits
- Ensure all financial records and statements are accurate
- **CREATE A MANUAL OF ALL ACCOUNTING DUTIES**
- Work with fellow employees to generate a smooth efficient operation with a pleasant work environment
- Maintain a high level of technical proficiency
- Attend monthly board meet on the 2<sup>nd</sup> Thursday of each month
- Other duties as assigned.

#### Special Knowledge, skills and abilities:

1. Ability to work independently with little or no supervision
2. Knowledge in finances, office operations and public relations
3. Good social and general intelligence with the ability to communicate effectively both orally and in writing

### **Accounts Receivable Job Description**

Handle accounts receivable to ensure the company receives payments for water bills.

- Maintain the billing system/UB Max
- Generate invoices and account statements
- Perform account reconciliation's
- Provide monthly financial reports and analysis

### **Accounts Payable Job Description**

- Complete payments and control expenses by receiving payments, plus processing, verifying and reconciling invoices
- Reconciling account payable transactions, including bank statements
- Month in closing

Accounting technician is to ensure all financial records and statements are accurate.

### **Minimum Qualifications:**

1. A valid Arkansas driver's license and a good driving record.
2. High school graduate or GED
3. Experience in Quick Books, Excel and Word

**The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and requirements.**