



CITY OF TALLAPOOSA
25 E. ALABAMA STREET
TALLAPOOSA, GA 30176

POSITION: ACCOUNTING CLERK

DEPARTMENT: Administration

JOB SUMMARY: This position is responsible for the processing and maintenance of all Utility, Property Tax and Recreation/Golf accounts. Responsible for reconciling and auditing all accounts and providing documentation and reports to Finance Manager, City Manager and City Auditor as requested and required. This position will also work closely with and cross-train to back up the Front Desk/Administrative Technician Clerk.

ESSENTIAL FUNCTIONS:

UTILITIES

- Establishes Utility Services Customer Accounts utilizing approved procedures.
- Uses Accounting/Utility Billing System to create monthly water, sewer, sanitation and gas bills as scheduled.
- Receives and posts customer payments for utility accounts ensuring timeliness and accuracy. Payments may be received by mail, phone, and online and must be reconciled frequently.
- Maintains list of delinquent accounts. Utilizes collection methods such as phone calls and late or disconnect notices as required. Process penalty and interest posting to delinquent accounts.
- Communicate with customers as necessary on all matters concerning utilities.
- Close/charge off Utility Accounts utilizing established procedures. Document all aspects of customer interactions on the account.
- Makes necessary adjustments to customer Utility Accounts as required.
- Maintain utility rate charts.
- Maintain Gas Utility compliance to include public awareness, reporting, audits, inspections and employee drug testing as required.
- Maintain Water and Sewer compliance to include reporting, audits and inspections as necessary.
- Processes Customer Complaints and requests into Utility work order requests; records customer information; sends work order requests to Public Works.



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- Completes the monthly Meter Reading process as required in the Utility system. Works closely with the public works personnel and the Front Desk/Administrative Technician to ensure meter readings are accurately input into the utility billing system. Follow-up and monitor readings as required.
- Back up to the Front Desk/Administrative Technician as required.
- Update and provide current and future utility information and notifications to the public on websites, on bills and in newsletters as necessary.

PROPERTY TAXES

- Work closely with Haralson County to receive, audit and upload all property tax billing for all properties located in the City of Tallapoosa.
- Receive and update any modifications to property tax bills as provided by Haralson County. Receive, research and verify any modifications submitted by property owners.
- Prepares and issues property tax bills, collects and posts tax payments and issues delinquent notices as necessary until tax bills are paid or turned over for tax liens or sales.
- Reconcile and audit property tax postings on a frequent basis.
- Maintains a list of delinquent accounts and uses collection methods as required for past due property tax bills.
- Process penalty and interest posting to delinquent accounts.
- Communicate with customers as necessary on all matters concerning property tax.

RECREATION/GOLF MEMBERSHIP

- Establish and maintain membership accounts.
- Communicate frequently with Golf Course on membership status.
- Receive and post payments.
- Maintain a list of delinquent accounts and use collection methods as required.
- Reconcile and audit Membership postings on a frequent basis.

SUPERVISORY CONTROLS: As a qualified employee for this position, you will be expected to perform duties without daily direction. Any questions and/or concerns can be directed to the Administrative Technician Clerk and Finance Manager. Other general work duties are assigned as



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required. For accuracy and compliance with instructions and procedures, completed work is spot-checked.

GUIDELINES: Guidelines include City ordinances and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of communication, financial transactions, procedures & functions and general clerical duties.

SCOPE AND EFFECT: The purpose of this position is to maintain the City's customer accounts for all utilities, property taxes and membership accounts.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: All tasks require the ability to communicate efficiently and orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Tallapoosa, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.