

YANCEY WATER SUPPLY CORPORATION

**Employee Job Description
As Adopted December 14, 2017**

CUSTOMER ACCOUNTS CLERK

GENERAL:

The Customer Accounts Clerk receives, responds, prepares, and maintains correspondence, bills, receipts, and records relating to the Corporation's billings and payments in accordance with the Corporation's policies and procedures. In addition, the Customer Accounts Clerk performs duties of the New Accounts and Accounts Payable/Receivable as needed or directed. The Customer Accounts Clerk performs all duties assigned by the General Manager.

GENERAL ADMINISTRATION:

Balances daily intake of cash, credit card and checks.

Processes monthly customer bills, late and lock rosters.

Maintains cash drawer and balances with daily receipts.

Maintains and updates Directors meeting notebooks.

Verifies work orders and line locates are processed.

Collects information from customers for new service and transfer service.

Efficiently maintains Accounts Receivables that are within job responsibilities.

Efficiently maintains Accounts Payable that are within job responsibilities

Assist other office personnel when necessary and fills-in during absences.

PUBLIC RECEPTION:

Answers telephone, records messages, and ensures that the proper person receives the messages.

Greets and responds to anyone entering the premises and those on the telephone in a professional and courteous manner.

Responds to customer questions and complaints.

Directs questions and/or complaints to appropriate personnel when necessary.

REQUISITE KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform all duties and responsibilities effectively and efficiently.

Strong organizational skills.

Strong attention to detail.

Ability to work well under pressure and meet deadlines.

Ability to manage time effectively and efficiently.

Ability to reach and climb a ladder in order to reach items above normal reaching height.

Ability to kneel or squat in order to reach items below normal reaching height.

Ability to operate a computer, calculator, copier, fax machine, postage machine and maintains computer skills as needed or instructed.

MINIMUM QUALIFICATIONS:

Prior related job experience or otherwise demonstrate requisite knowledge, skills, and abilities.

ENVIRONMENTAL FACTORS:

The work is mostly performed in an air conditioned/heated environment, but must have the ability to work in a dusty environment, such as a file room.

OTHER:

Must be reliable in full-time attendance, punctuality, and completion of assignments.

Appearance and attire suitable for a professional business office.

Is available to work the required hours to fulfill duties and responsibilities.

APPLICATION FOR EMPLOYMENT

YANCEY WATER SUPPLY CORPORATION

P. O. Box 127 . Yancey, TX 78886

Phone: (830) 741-5264 . Fax: (830) 741-8009

E-mail: yanceywater@yahoo.com

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability or national origin.

Date / /

Employment Desired

Position	Date You Can Start	Salary Desired	Type of Employment Full-time <input type="checkbox"/> Summer <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you employed now? YES <input type="checkbox"/> NO <input type="checkbox"/>	If so, may we contact your present employer? YES <input type="checkbox"/> NO <input type="checkbox"/>		
Have you ever applied to this company before? YES <input type="checkbox"/> NO <input type="checkbox"/>	Where?	When?	

Personal Information

Last Name	First Name	Middle Name
Address (Number, Street, City, State, Zip Code)		
Social Security Number	Home & Cell Phone Numbers	Referred By

Education

High School attended and location:	No. of years completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Colleges attended and location:	No. of years completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Trade, Business or Correspondence School attended and location:	No. of years completed:	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	

General

Special Courses or Training:

Experience/Skills related to the position for which you are applying (Include equipment/machinery operational experience).

Office /Secretarial Applications

List office/secretarial training courses completed and any other training which may be helpful in considering your application.

Employment History (List Present or Most Recent Position First)

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			
Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of business	Department	Your position
Duties:			
Name and position of Immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			

Name of Employer		Address (Number, Street, City, State, Zip Code)	
Phone	Type of Business	Department	Your Position
Duties:			
Name and position of immediate Supervisor.			
Date employed (Day, Month, Year)	Date left (Day, Month, Year)	Starting Salary	Final Salary
Reason for leaving:			

State any additional information you feel my be helpful to us in considering your application.

Current Drivers License type and number:

Have you had any DWI convictions in the past three (3) years _____? Five (5) years _____?

Have you ever been convicted of or pleaded no contest to a felony within the last five years?

Yes _____ NO _____

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any or all information listed above.

Signed _____

Date _____