

**Greentree Solid Waste Authority
P. O. Box 2405 * 26590 Hwy 70
Ruidoso Downs, New Mexico 88346**

Position Description

Job Title: Accounts Receivable Clerk I
Department: Administration

Position Type: Temp/Full Time
Reports to: F/P Coordinator & O.S.

Position Objective: Responsible for maintaining computerized record system and preparing billing for refuse collection service associated within the Accounts Receivable Department.

Supervision Received: Operational Supervisor / Financial/Personnel Coordinator

Supervision Exercised: None

Minimum Qualifications:

Education and Experience:

- High school diploma or GED certificate required. Two years bookkeeping/accounting course work with experience filing liens and working with the County Assessor's office OR combination of five years of job experience in bookkeeping/accounting with experience in filing liens and working with the County Assessor's office.

Knowledge, Ability and Skills:

- Demonstrated microcomputer use including working knowledge of MS Word, Excel, data bases, Cougar Mountain software, email, texting and MS Explorer or Mozilla Firefox.
- Office Equipment Skills: must be able to type and operate standard office equipment including ten key calculator, typewriter, fax and microcomputer hardware and software, copy machine, multi-line telephone and cell phone.
- Ability to communicate in both English and Spanish preferred and successfully work in a multicultural environment.
- Ability to listen, grasp and quickly respond positively to supervision and instruction.
- Ability to effectively and efficiently communicate in writing.
- Possess a positive attitude, strong work ethic, and exercise independent judgment and tact.
- Ability to work as part of a team in a fast-paced, complex work environment
- Solid Waste operations – knowledge of concerns of customers and staff.

Requirement/Certification/Licenses:

- Valid New Mexico Drivers License, in good standing, driver report required.
- If offered the position, must pass and provide verification of passing a pre-employment physical, including drug test screening.

Essential Duties and Responsibilities:

Employment duties for this position include, but are not limited to the list of duties and responsibilities enumerated below.

- Answer telephone, check and respond promptly and positively to telephone voice messages, and billing questions;
- Must be capable of significant repetitive motion job tasks including, but not limited to those listed herein;
- Must have positive public relations skills and demonstrate an ability to work with the public in a positive, proactive and proficient manner;

- Prepare quarterly or monthly billing for residential, commercial and special customers;
- Enter and complete payments daily into the computer;
- Make customer address changes daily into the computer;
- Prepare and file liens to collect past due accounts;
- Edit customers from the Assessor's office records daily;
- Conduct audits of customer accounts;
- Inform Operations and Safety Assistants of changes in service;
- Assist walk in customers;
- Assist customers with the processing of service agreements;
- Assist customers utilizing the scales;
- Calculate load measurements and yardage;
- Participate in and successfully complete all required safety training
- Perform other duties as assigned.

Physical Demands

Employment with GSWA is physically demanding for all employment positions. Throughout the workday employees are required to lift, reach, bend, stoop, sit and stand for prolonged periods of time, walk, climb, crawl, crouch, and perform repetitive tasks requiring dexterity, coordination, hand grasp, manipulation and rapid movement. These tasks are performed on hard and soft, even and uneven surfaces and on inclined slopes. Additionally, employees are required to handle objects weighing up to 50 pounds. It is the employee's duty to seek assistance in handling heavy objects the employee deems to be too heavy to handle alone. Due to the nature of the work, employee workplace hazards include, but are not limited to, cuts, bruises, dog bites, and exposure to disease, hazardous materials, mists, fumes, dust, oils, fuel, household cleaning materials, dead animals, unpleasant odors and extreme noise levels.

Work Hours & Conditions

GSWA office employees work indoor and outdoor during the workweek. Some regular work hours may be before the sun comes up in the morning and after it goes down in the evening. Additionally, emergency situations may require employees to work earlier in the morning or later in the evening than the employee's regularly scheduled hours and on weekends and holidays.

Acknowledgement

I, _____ acknowledge receipt of this job description for the position for which I have been hired by GSWA. Further, my signature below evidences my understanding of the duties expected of me and the conditions in which I will be working. I understand that this job description does not constitute an employment agreement between me and GSWA and that my job description may be changed by my supervisor at GSWA as the needs and demands of GSWA change and as the requirements of the position change.

06/18

Employee Signature Date

Coordinator Signature Date

Operational Supervisor or Personnel Coordinator Date