

CITY OF LYONS

CITY COUNCIL:

LARRY L. GRIGGERS Ward 1
BENJAMIN MITCHELL Ward 2
IVY TOOLE, JR. Ward 3
JOHN MOORE JR. Ward 4
RICK HARTLEY Ward 5

WILLIS D. NESMITH Jr, Mayor

161 NE Broad Street
Telephone (912) 526-3626
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LYONS, GEORGIA 30436

LYNN ROWLAND
City Clerk
TOM A. PETERSON, IV
City Attorney
BENJAMIN MITCHELL
Mayor Pro-Tem
JASON HALL
City Manager

NOTICE

Employment Advertisement

Accounts Receivable / Utility Billing Clerk

The City of Lyons is now accepting applications for a full-time Accounts Receivable and Water Billing Clerk. This is an administrative position. Responsibilities include but not limited to using a specialized ledger and accounting software used in billing and collection of payments for water and sewer service, phone and in-person customer service and other financial transactions.

All interested applicants should mail or hand deliver a resume to Lyons City Hall, located at 161 N.E. Broad street. Applicants can also email same to lrowland@lyonsga.org. Accepting resumes until close of business September 5th, 2018. A complete job description can be obtained at www.lyonsga.org.

The City of Lyons is an equal opportunity employer.

City of Lyons
Amended December 2017

Title: ACCOUNTS RECEIVABLE / WATER CLERK

DEFINITION:

This is an administrative position that reports to the City Clerk

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Wait on customers at the teller line and on the phone.
- Responsible for maintaining meter reading devices along with all associated data
- Transfer readings from the handhelds to Tyler computer.
- Run water bills from the readings on meter reading devices
- Prepare information for billing and send to the third party for printing and mailing.
- Run Final Bills customers in A/P on Tyler.
- Back up for giving out PO's..
- Responsible for the Water Audit Report due by the State.
- Responsible for bank draft payment procedures.
- General ledger posting as necessary.
- Issue work orders as needed from customer complaints or as directed by management.
- Close out the City drawers daily. And prepare deposit for bank.
- Take City deposits to bank daily.
- Responsible for transferring or disconnecting water as needed per work orders
- Any task asked to do by management that keeps City Hall operating in a professional manner.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern office practices and methods of receiving, depositing, and disbursing large amounts of money upon proper authorization.

Thorough knowledge of municipal laws, policies, codes, and regulations.

Ability to prepare clear and concise reports and to maintain minutes and important records efficiently and accurately.

Ability to establish and maintain effective working relationships with supervisors, associates, subordinates and the general public.

Completion of a standard high school course of study

PHYSICAL DEMANDS:

- Light to medium demands

WORK ENVIRONMENT:

- Primarily indoor office environments