



SMITHS STATION FIRE PROTECTION DISTRICT

Job Description for:

Billing Clerk

Reports to: Fire Chief

Classification: Full Time - Exempt

Salary Range: \$28,000 - \$38,000

Primary Responsibilities:

- 1) Answering phone calls and emails from citizens about their fire fee bills
- 2) Handle Citizen complaints quickly and advocate on behalf of citizens for resolution of complaints
- 3) Ensuring accurate posting of customer payments by vendor
- 4) Assisting Corporate Secretary and Treasurer with reconciliation of accounts
- 5) Entering financial information into various financial software programs such as accounts payable, accounts receivable, payroll, etc.
- 6) Assisting Accountants and Auditors as needed.
- 7) Assist other staff members, volunteers, and departments when needed.
- 8) All other duties as assigned.

Desired Skills:

- 1) Excellent Customer Service Skills & Personality
- 2) Proficient with email & social media communications
- 3) Proficient with Word, PowerPoint, and Excel
- 4) Proficient with QuickBooks and/or similar financial software
- 5) Familiar with Human Resources management
- 6) Ability to work alone and with others
- 7) Ability to understand and set goals/milestones in order to meet deadlines