**Utility Billing & Elections Clerk**

**Job Description:**

The Utility Billing & Elections Clerk position assists the Township Clerk in fulfilling the statutory duty requirements in accordance to the State of Michigan Statutes. The role requires research, tabulations, and compiling of information required to process water and sewer billing statements, delinquent invoices and knowledge of the election process.

**Job Duties:**

* Acknowledge, greet, and respond to both walk-in customers and telephone inquiries, answers the general phone number for the township and handles/transfers the calls, in a tactful, professional, efficient manner.
* Reconciles and validates the water/sewer billing register, prepares reports and keeps records per the auditor’s needs.
* On a timely quarterly schedule; compile all water and sewer accounts, prepare utility bills and issue delinquent notices.
* Responsible for the Utility Billing process and maintaining the integrity of the Utility Billing BS & A database.
* Assist the Clerk in processing FOIA requests.
* Coordinate and process requests for rental of Township Park pavilions.
* Assist the Clerk in the planning and administering of Federal, State, County, Township or any special elections. This includes ordering election supplies, registering voters, processing absentee voter ballots, testing election equipment, preparing election materials, maintaining election documents, archiving, storing and disposing of election materials and ballots in accordance with state and federal statutes.

**Job Requirements:**

The role requires someone who is capable of interacting with the public in a professional manner, who is analytical, has strong organizational skills, the ability to multi-task, be proactive in solving problems and is able to work independently. It requires a significant amount of attention to detail and the ability to quickly grasp new skills and concepts.

Required Education and Experience: Minimum high school diploma or equivalent. Six months to one year of bookkeeping, accounting or finance related business office experience. Computer literacy, ability to understand and learn computer applications quickly. Must have previous Election Worker experience or willing to train to be a certified Elections Inspector. Must possess a valid Michigan driver’s license and have the ability to be bonded.

Preferred Education and Experience: Associates Degree or higher in Accounting or Business. One to two years of bookkeeping, accounting or finance related business office experience. Previous BS & A experience. Certified Election Inspector or previous Election Chairperson experience.

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