



## Job Board Posting

<b>Job Title</b>	<b>Account Technician I</b>		<b># of Openings</b>	<b>1</b>
<b>Company Name</b>	<b>City of DeKalb</b>	<b>Industry/Nature of Business</b>	Government	
<b>Worksite Address</b>	164 E. Lincoln Highway, DeKalb, IL 60115	<b>County</b>	<input type="checkbox"/> Kane <input type="checkbox"/> Kendall <input checked="" type="checkbox"/> DeKalb	
<b>Job Type</b>	<input checked="" type="checkbox"/> Full-Time, Regular <input type="checkbox"/> Other- <i>Please Specify:</i>		<b># of Hours Per Week</b>	37.5
<b>Required Schedule/Shift</b>	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Thursday <input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Rotating <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Saturday		<input checked="" type="checkbox"/> Day/1 <sup>st</sup> Shift <input type="checkbox"/> Rotating <input type="checkbox"/> Evening/2 <sup>nd</sup> Shift <input type="checkbox"/> Split <input type="checkbox"/> Night/3 <sup>rd</sup> Shift	
<b>Salary Rate/Range</b>	\$19.36 - \$23.90 Hourly	<b>Benefits</b>	<input type="checkbox"/> Medical <input type="checkbox"/> 401K <input type="checkbox"/> Vacation <input type="checkbox"/> No Benefits <input type="checkbox"/> Dental <input type="checkbox"/> Profit Sharing <input type="checkbox"/> Holiday Pay <input type="checkbox"/> Vision <input type="checkbox"/> Pension <input type="checkbox"/> Other:	
<b>Job Description/ Duties and Responsibilities</b>	<p><b>Job Summary:</b> The <b>Account Technician I</b> is a first point of contact for the City and assists the residents, community, outside agencies and employees over the telephone and in-person. This position performs routine accounting functions in accordance with generally accepted accounting principles, established procedures, departmental guidelines, and regulatory requirements applicable to assigned work. This position may be assigned to various functions in the Finance Department including utility billing and other clerical duties.</p> <p><b>Essential Functions Summary:</b></p> <ul style="list-style-type: none"> <li>• Assists the general public and employees in-person and over-the-phone in a courteous, responsible and knowledgeable manner. Directs visitors and forwards call to the appropriate personnel.</li> <li>• Collects monies and issues receipts for utility bill payments, parking tickets and other transactions from the general public including cash, check, credit and other payment types. Accepts documents to be recorded and collects associated fees. Provides technical information to the public via phone.</li> <li>• Processes all new residential accounts, commercial accounts, and termination requests. Responds to customer inquiries regarding high utility bills, suspected leaks, etc.</li> <li>• Reviews usage history and works with the Utility Division to arrange additional readings, and computes billing adjustments, as necessary.</li> <li>• Coordinates delinquent account collections and final utility bills. Sends correspondence, posts penalties on utility billing system, establishes payment plans, and prepares termination notices for delinquent accounts. Determines accounts to be terminated by reason of nonpayment and arranges shut-off process according to departmental guidelines.</li> <li>• Prepares files for billing and sends electronic files to third party billing service.</li> <li>• Posts utility bill transactions to general ledger. Updates utility billing rates on system, as needed.</li> <li>• Assists in processing lock box and drop box payments; records receipts in appropriate accounts.</li> <li>• Assists the general public and business owners with inquiries regarding the business license and special event permit application and renewal processes. Assists parties with any inquires/concerns and works with departmental staff on resolution. Contacts business owners on impending renewals, runs reports, and generates other correspondence, as necessary.</li> <li>• Assists with the entry and batching of miscellaneous cash receipts.</li> <li>• Balances cash drawers and prepares cash reports according to established procedures.</li> <li>• Assists with departmental coverage and completes other duties assigned such as front desk coverage, answering phones, directing customers, sorting mail, accounts payable/receivables, etc.</li> </ul>			

<b>Required Education Level</b>	<input type="checkbox"/> No educational requirement <input type="checkbox"/> Associate Degree <input type="checkbox"/> Vocational Certificate or Credential <input checked="" type="checkbox"/> High School Diploma or GED <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Occupational License, including Driver's License Requirement(s) <i>(please explain)</i> : <input type="checkbox"/> Some College <input type="checkbox"/> Master's Degree
<b>Other Job Requirements/Qualifications</b>	<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• High School Diploma or equivalent required.</li> <li>• Supplemental course work in clerical or accounting field desired.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• One year of clerical, accounting, municipal, or related experience is required</li> <li>• Previous cash handling experience strongly desired.</li> <li>• Working knowledge of MS Office (Word, Outlook and Excel).</li> <li>• Previous experience or the ability to gain proficiency with financial and cash register systems required.</li> </ul>
<b>Pre-Employment Requirements</b>	<input checked="" type="checkbox"/> Background Check <input type="checkbox"/> Physical Exam <input type="checkbox"/> Other- <i>Please Specify</i> : <input checked="" type="checkbox"/> Drug Screening <input type="checkbox"/> Tools/Equipment/Uniforms
<b>How to Apply</b>	<p>To apply for this position, or to find out more about additional opportunities that are available, please visit the City of DeKalb Online Employment Portal here:</p> <p><a href="https://www.governmentjobs.com/careers/cityofdekalb?">https://www.governmentjobs.com/careers/cityofdekalb?</a></p>