

Cromwell Fire District

1 West Street
Cromwell, CT 06416

COMMISSIONERS' OFFICE
TELEPHONE 860-635-4420

FIRE DEPARTMENT
WATER DIVISION

JOB DESCRIPTION **ADMINISTRATIVE ASSISTANT / ACCOUNTING CLERK** **Office of the Water Division**

Definition: This is an administrative and bookkeeping/accounting position. Primary responsibilities include providing administrative support to ensure efficient operation of the Water Division including payroll processing and utility billing/accounts receivable. This position supports, the Water Operations Manager and the Water Division staff through a variety of tasks related to organization and communication and is responsible for confidential and customer sensitive material. Must be able to effectively communicate via phone and email to ensure that all Administrative Assistant duties, including processing of payroll and utility billing/accounts receivable, are completed. All tasks need to be completed accurately and delivered with high quality and in a timely manner. May direct and lead the work of others. Rely on experience and judgment to plan and accomplish goals and a wide degree of creativity and latitude is expected.

This position reports to the Water Operations Manager.

Essential Job Functions:

- Maintains proficiency in a Microsoft Office software environment or current office software including Fire District/Water Division related data base, statistical reports, tables, charts, and payroll system
- Possess the ability to learn new software and its application as it develops, i.e., Munis.
- Performs calculating, posting, data entry and verifying tasks in processing financial data for use in a utility billing/accounts receivable accounting system (Munis).
- Process payments for various accounts; prepares information reports, performs account adjustments.
- Performs all payroll duties and all payroll functions including entry into an automated payroll system.
- Types routine correspondence and reports from dictation or handwritten copy using personal computer.
- Picks up and delivers materials as required.
- Answers telephone, screens callers, relays messages and greets visitors. Opens sorts and screens mail.
- Operate office equipment such as photocopier, fax machine and calculator; coordinates the servicing of equipment.
- Operates personal computer to access e-mail, electronic calendars, data entry and other basic office support software.

Scope of Responsibility

Knowledge of the formal policies, procedures, and practices necessary to conduct the normal function of a water operations and public safety orientated work environment. Maintaining awareness of the role of the position and its potential impact on the working unit.

Decision Making

Carries out duties and responsibilities with limited supervision. Makes decisions and establishes work priorities on essentially procedure-oriented operations.

Communication

Exchanges routine information in an appropriate manner. Answers telephone calls into the Administrative Office and disseminates requested information.

Education

Required: High School Diploma or GED; two-year degree preferred.

Certification

Proficient in Word and Excel programs

Physical Requirements

- Sitting in a normal seated position for extended periods of time. Reaching by extending hand(s) or arm(s) in any direction.
- Finger dexterity required to manipulate objects with fingers rather than with whole hand(s) or arm(s) for example, using a keyboard.
- Communication skills using the spoken word. Ability to see within normal parameters.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.

Candidate

Manager of Department

2022

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FIRE DEPARTMENT
WATER DIVISION

Position Title: Administrative Assistant/Accounting Clerk - Water Division

Direct Supervisor: Water Operations Manager

Salary: Range \$25 to \$30 per hour

General Summary

Provides bookkeeping/accounting and administrative support to the Water Division's office and its staff including but not limited to payroll processing duties, customer service functions, accounts receivable, utility billing, scheduling appointments, writing correspondences, records maintenance, data compilation and filing.

Essential Job Functions

- Maintaining proficiency in a Microsoft Professional software environment or current office software, including Excel.
- The ability to learn new software and its application as it develops, i.e., Munis, Geographical Information Software/Microsoft Access and Excel.
- Maintains records through filing, retrieval, retention, storage, compilation, coding, updating and destruction.
- Process payments for various accounts and perform account adjustments.
- Keeps an open line of communication with Town of Cromwell staff, the Building Department staff and the Connecticut Department of Public Health.
- Perform payroll duties and all payroll functions including entries into automated payroll system.
- Maintains calendar, schedules appointments, inspections and meetings.
- Process water meter installation paperwork.
- Process cross connection and backflow preventer testing paperwork.
- Makes travel arrangements and accommodations.
- Proficiency in the use of personal computers to prepare plan review reports, statistical reports, tables, charts, inspection reports and re-inspection reports while using Connecticut State health codes and their references.
- Maintain the Water Division's annual budget balances monthly.
- Issuance of purchase requisitions.

- Types routine correspondence and reports from dictation or handwritten copy using personal computer.
- Answers telephone, screens callers, relays messages and greets visitors. Opens, sorts and screens mail.
- Operate office equipment such as photocopier, fax machine and calculator; coordinates the servicing of equipment.
- Operates personal computer to access e-mail, electronic calendars, data entry and other basic office support software and Excel.
- Completes various request forms for office supplies and equipment as directed.
- Assist Cromwell Fire District's Administrative staff if needed.

Scope of Responsibility

Knows the informal policies, procedures and practices necessary to conduct the normal function of a public safety-oriented work environment. Is aware of the role of the position and its potential impact on the working unit.

Decision Making

Carries out duties and responsibilities with limited supervision. Makes decisions and establishes work priorities on essentially procedure-oriented operations.

Communication

Exchanges routine information in appropriate manner.

Education

Required: High School Diploma; two-year degree or higher preferred

Certification

Proficient in Word and Excel programs.

This description is a general statement of required major duties and responsibilities performed on a regular and continuous basis. It does not exclude other duties as assigned.