


# JOB DESCRIPTION

## Accounting Specialist – Water & Sewer

Date of Last Revision: July, 2025

 <b>W E S T E R L Y</b> Rhode Island	<b>DEPARTMENT</b>	Office of the Tax Collector		
	<b>REPORTS TO</b>	Tax Collector		
	<b>FLSA STATUS</b>	Non-Exempt, Full-Time		
	<b>POSITION TYPE</b>	Non-Union	<b>PAY GRADE</b>	

### POSITION OVERVIEW

Under the general direction of the Tax Collector, the Accounting Specialist is responsible for performing accounts receivable tasks for Water and Sewer. Also responsible for performing as the main backup to the Account Clerk III position.

### ESSENTIAL JOB FUNCTIONS

- Comply with and analyzes financial information documenting business transactions, creating monthly reports, and manage account entries.
- Prepare various state returns for sales and use tax (CT and RI) surcharges, requests payment submissions.
- Reconcile month end reports, making necessary adjustments to accounts.
- Prepare monthly water revenue journal entries to provide to Finance.
- Respond to and addresses customer questions via phone and email in a timely manner (both tax and water).
- Manage delinquent water accounts: produce and mail delinquent statements monthly; interface with the water department to communicate water shut offs; produce list of water accounts for annual tax sale.
- Prepare other reconciliations as needed.
- Perform decision making for water transactions in lockbox
- Prepare monthly refund batches for water and tax.
- Mail tax bills to new owners throughout the year.
- Perform as backup to Account Clerk III - waiting on all counter customers, processing tax and water batches, and answering tax and water emails to common email address.
- Assist as needed with other tax and water tasks.
- Document and maintain written department procedures of job functions.

### ADDITIONAL JOB FUNCTIONS

- Attends meetings, seminars, conferences as required.
- Periodic additional work hours required.
- Other duties and projects as assigned.

### REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

*For successful performance in this position, the incumbent will need to demonstrate the following:*

#### KNOWLEDGE of:

- The principles and practices of accounts receivable.
- Manual and automated accounting systems.
- General Ledger and accounting principles and practices.
- Town ordinances, state laws and regulations governing accounts receivable activities

**SKILLS in:**

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.
- Well-developed analytical capabilities.

**ABILITY to:**

- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related Accounting software.
- Handle confidential material and information in an ethical and professional manner.
- Demonstrate good customer service skills with the ability to problem solve.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Prepare and analyze comprehensive information and carry out assigned projects to their completion.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Work hours beyond the regularly scheduled workday when needed and pre-approved.

**MINIMUM POSITION REQUIREMENTS**

**EDUCATION AND EXPERIENCE**

- Associate's Degree in Business, Finance, Accounting, or closely related field.
- Minimum of three (3) years of experience in accounts receivables or related working experience.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position

**LICENSES AND CERTIFICATIONS**

- A valid driver's license.