**CLASSIFICATION:** ACCOUNTS PAYABLE/ASSET COORDINATOR

**STATUS:** Full Time Exempt

**SUPERVISORY RELATIONSHIPS:** None

**REPORTS TO:** District Director

**WORK WEEK/HOURS:** Monday – Friday; 7:30 AM – 3:30 PM

**DEFINITION AND PURPOSE:**

The Accounts Payable/Asset Coordinator is responsible for diverse duties including paraprofessional accounting duties and the processing of District account payables. This position is responsible for processing utility invoices to ensure accurate and timely payments critical to maintaining smooth utility financial operations. Collects and inputs data and information that is input into the Total Electronic Asset Management System (TEAMS) database which provides informed decision making in equipment and infrastructure optimization and life cycle management. In addition, this position also performs general and varied computer, typing, and clerical tasks in support of the position and the District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Performs District accounts payable functions. Matches packing slips to invoices and performs data entry of invoices into accounting system for approval and payment. Calls on vendors regarding errors, discrepancies, credit applications, and exempt status of the District.
* Updates District vendor files and maintains accounts payable hard copy files
* Provides monthly payables report to Staff for review and approval. Records District receivables and prepares the deposits into District account
* Tracks reported sewer connections and the connection fee revenue from each member community. Utilizes connection data to provide annual budgetary revenue estimate for the annual HOVMSD operating budget
* Maintains and acts as point person in District efforts of TEAMS software database. Gathers data and information from Staff to timely and accurately update asset database. Maintains the fixed asset register, tracks asset transfers, retirements, and additions within designated cost threshold
* Tracks labor and parts costs in the completion of work orders and equipment breakdowns and inputs the data into TEAMS
* Develops worksheets to track inventory and location of new and retired assets and generates various asset related reports. Meets with asset team to maintain and design TEAMS database and maintenance program work orders
* Provides training to District employees in data entry and TEAMS features and functions. Requests enhancements from outside Access consultant and oversees the installs of program upgrades

**OTHER DUTIES:**

* Data entry of journal entries prepared to the District’s municipal software program
* Serves as back up payroll processor and receptionist for phone calls and on-site visitors
* Collects budget information from Staff for entry, assembly, and distribution to Commission
* Gathers consumption information such as electricity, chemicals, and polymers used at meter stations and the treatment facility, for use in required DNR reporting, and management tracking and trending for Staff
* Provides fixed asset and depreciation schedules for use by the District’s auditor
* Performs other administrative tasks as requested

**KNOWLEDGE, SKILLS, AND ABILITIES**:

Knowledge of utility management principles and accounting practices along with proficiency in the use of Microsoft Office with experience in Microsoft Access being especially beneficial but not required. Possess the ability to learn and become fluent in Workhorse Municipal Software. Must have the ability to learn and become proficient in the TEAMS software program. Effective oral and written communication and planning skills with the ability to prioritize tasks and work both collaboratively and independently.

**MINIMUM POSITION QUALIFICATIONS**

**Education:** Associate Degree in Business, Accounting, or Finance. Applicant may also qualify with a combination of relevant work experience or coursework that provides equivalent knowledge and abilities to perform the essential duties of the position.

**Experience:** 2-4 years progressively responsible work experience in a utility or municipal environment and/or business office with knowledge of accounts payable, asset management and general accounting procedures.

**Certification/Licenses:** Valid Driver’s license

**PHYSICAL DEMANDS:**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions.

**Manual Dexterity:** Position requires good hand-eye coordination and the manual dexterity necessary to operate office computer, telephone, hand held radio, and other typical office equipment.

**Physical Effort:** Need to be capable of exerting light physical effort in sedentary to light work, typically involving light lifting, carrying, pushing, and pulling. Must occasionally

regularly lift and/or move up to 25 pounds. Requires vision and hearing requirements of normal ability, or corrected by glasses and/or hearing aids.

**Environmental:** While performing the duties of this job, the employee is generally indoors and required to sit, stand, walk, and climb stairs.

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position.  The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision.  Heart of the Valley Metropolitan Sewerage District retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgement

This job description is not a contract for employment. Updated 11/2024