

Job Announcement

Position: Account Clerk
Division: Administration, Customer Service
Rate: \$20.84 - \$22.34 per hour

FLSA: Non-exempt
Posted: January 12, 2021
Application Deadline: 4:00 p.m., January 26, 2021

Summary:

The Pittsburgh Water and Sewer Authority is seeking a candidate for the position of Account Clerk. They will perform specialized customer service functions such as facilitating and maintaining accurate customer payment records, work with internal and external legal support to process customer bankruptcies, prepare liens for unpaid water and wastewater charges, and sheriff sales.

Union:

This position is included in the American Federation of State, County, and Municipal Employees (AFSCME) and will be filled in accordance with the provisions of the Collective Bargaining Agreement.

Duties:

- Create and post batches of customer checks and money orders to customer accounts in the billing system.
- Import and post payment files to customer accounts in the billing system.
- Provide a high level of customer service to external customers, coworkers, and management.
- Research and correct misapplied payments through adjustment of, or posting to, customer accounts.
- Work closely with lockbox provider to reconcile payment processing errors.
- Balance accounts and prepare reports of payments processed.
- Draft proofs of claim with supporting documentation to file in bankruptcy court.
- Research and prepare lien and sheriff sale filings.
- Perform activities and functions of related lower-level personnel
- Other duties as assigned.

Background:

- Bachelor's degree in Accounting or related field is preferred.
- Must clearly show two years of accounting, bookkeeping, paralegal or other related experience.
- Considerable knowledge of accounting and record keeping procedures.
- Ability to make mathematical computations quickly and accurately.
- Working knowledge of MS Word, Excel, and Outlook.
- Capacity to maintain records manually and via automated methods.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with supervisors, associates, outside agencies, and the general public.

General Requirements:

Applicant must have permanent residency in the City of Pittsburgh at time of appointment and remain a permanent resident throughout employment with the PWSA. Verification of City residence is required at the time of appointment. Applicant must present a current, valid Class C (Class 1) Pennsylvania Motor Vehicle Operator's License at time of application or prior to appointment. A valid driver's license must be maintained throughout employment.

Applications:

Application forms are available online at www.pgh2o.com/about-us/careers or in the Human Resources Department at 1200 Penn Avenue. Submit application, resume, and cover letter to HR@pgh2o.com, by fax at 412-393-0513, or by mail at the following address:

Pittsburgh Water and Sewer Authority
ATTN: Human Resources
1200 Penn Avenue
Pittsburgh, PA 15222

If you have any questions, please contact us at 412-255-8800



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You may be considered for other available positions based on qualifications provided on your employment application.

An Equal Opportunity Employer

The PWSA does not discriminate against anyone based on race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, family status, age, or non-disqualifying disability, or on any other basis protected by federal, state, or local law.