Bookkeeper / Utility Billing Clerk
Position: Bookkeeper / Utility Billing Clerk
Department: Administration / Finance / Utilities
Employment Type: Full-Time
Compensation: Dependent upon qualifications and experience
Benefits: City benefits package available
Application Deadline: Open Until Filled

Position Overview
The City of Riesel is accepting applications for a full-time **Bookkeeper / Utility Billing Clerk** to join our administrative team.
The primary responsibility of this position is maintaining the City's financial records and performing daily bookkeeping and accounting functions. The position is also responsible for utility billing and administrative operations associated with the City's water, sewer, and solid waste services.
We are seeking a dependable, detail-oriented, and motivated individual who enjoys bookkeeping, takes pride in accuracy, and possesses strong organizational and problem-solving skills. The ideal candidate will have practical bookkeeping experience, proficiency with QuickBooks, and the ability to independently manage financial responsibilities and recurring deadlines.
As part of our small, cross-trained City Hall team, this position will also provide clerical and administrative support for Municipal Court operations, including assisting defendants, processing court-related transactions, and helping with court proceedings as needed.
The successful candidate must demonstrate professionalism, integrity, confidentiality, accountability, and a willingness to work cooperatively with other City employees to ensure the efficient operation of City Hall.

Essential Duties and Responsibilities

Bookkeeping and Financial Administration – Primary Responsibility
- Maintain accurate financial records using QuickBooks accounting software.
- Enter, classify, and maintain financial transactions for the City's various accounts and funds.
- Process accounts payable, including receiving invoices, verifying charges, entering bills, preparing checks, and maintaining vendor records.
- Record and reconcile daily receipts, deposits, and other financial transactions.
- Maintain organized financial records, check registers, and supporting documentation.
- Assist with tracking revenues, expenditures, and account balances.
- Prepare financial reports and supporting documentation for review by the City Secretary and City Council.
- Coordinate with the City's outside accounting professionals regarding bank reconciliations, financial reporting, and annual audits.
- Assist with required financial reporting, tax payments, and regulatory filings.
- Research and resolve bookkeeping discrepancies and maintain accurate financial records in accordance with established accounting procedures.

Payroll Administration
- Prepare and process biweekly employee payroll using QuickBooks.
- Review approved employee timesheets and enter payroll information accurately.
- Process payroll deductions, adjustments, and related payments.
- Prepare and submit required payroll tax payments and reports, including federal and state filings as assigned.
- Maintain accurate and confidential employee payroll records.
- Assist with year-end payroll reporting and tax documentation.

Utility Billing and Department Administration
- Administer monthly billing for the City's water, sewer, and solid waste services.
- Maintain accurate customer accounts, service records, deposits, and payment histories.
- Process new utility service applications, account changes, transfers, and service terminations.
- Coordinate monthly meter readings with Utility Department personnel.

- Review meter readings for unusual consumption, possible leaks, zero usage, errors, and other billing discrepancies.
- Generate and process monthly utility bills and customer statements.
- Receive, post, and reconcile utility payments received through banks, electronic payment platforms, automatic drafts, and other approved methods.
- Monitor delinquent accounts and prepare notices in accordance with City policies.
- Process authorized billing adjustments, credits, and account corrections.
- Maintain records associated with utility service connections, disconnections, and customer deposits.
- Prepare monthly solid waste customer counts and coordinate billing information with the City's contracted solid waste provider.
- Maintain utility records and prepare reports as needed.
- Communicate with Public Works personnel regarding meter readings, service requests, and billing-related issues.
- Respond to customer inquiries regarding utility bills, payments, account balances, and service concerns.
- Perform general administrative duties related to the operation of the City's water, sewer, and solid waste departments.

Municipal Court and Additional Administrative Responsibilities

- Provide clerical and administrative support for Municipal Court operations, including assisting with court proceedings, hearings, and trials as needed.
- Assist defendants with general inquiries regarding citations, court appearances, payment options, and court procedures.
- Accept and process court payments, pleas, and related documentation in accordance with established procedures.
- Participate in Municipal Court training and cross-training to assist with court operations as needed.
- Maintain the confidentiality and security of Municipal Court records and criminal justice information.
- Maintain accurate physical and electronic records and filing systems.
- Prepare correspondence, reports, forms, and other administrative documentation.
- Respond to telephone, email, and in-person inquiries in a courteous and professional manner.
- Provide clerical and administrative support to the City Secretary and other departments as needed.
- Perform other related duties as assigned.

Minimum Qualifications

Education

- High school diploma or GED required.
- Additional education or training in bookkeeping, accounting, finance, or business administration preferred.

Experience

- Previous professional bookkeeping or accounting experience strongly preferred.
- **Demonstrated experience and proficiency with QuickBooks highly preferred.**
- Experience with accounts payable, payroll processing, financial recordkeeping, and account reconciliation preferred.
- Municipal government, public-sector accounting, or utility billing experience is beneficial but not required.
- Previous administrative or customer service experience preferred.

Required Knowledge, Skills, and Abilities

- Strong understanding of bookkeeping principles and accounting procedures.
- Proficiency with QuickBooks and Microsoft Office applications, particularly Excel.
- Excellent mathematical, data entry, and financial recordkeeping skills.
- High degree of accuracy, organization, and attention to detail.
- Ability to independently manage recurring financial duties and meet deadlines.
- Ability to identify and resolve discrepancies in financial and customer records.
- Strong communication, customer service, and problem-solving skills.
- Ability to maintain strict confidentiality of financial, payroll, court, and customer information.
- Ability to learn municipal utility billing software, Municipal Court procedures, and applicable administrative requirements.

- Ability to manage multiple responsibilities and adapt to changing priorities in a small office environment.
- Dependability, honesty, integrity, professionalism, and sound judgment.
- Ability to work independently while contributing positively as part of a team.
- Willingness to learn, accept new responsibilities, and assist other departments as needed.

Background Screening and Employment Requirements

Employment is contingent upon successfully completing all required pre-employment screenings and meeting applicable eligibility requirements.

Applicants must:

- Possess and maintain a valid driver's license.
- Submit to a pre-employment drug screening.
- Submit to fingerprinting and an FBI fingerprint-based criminal history background check, as required for access to criminal justice information.
- Meet applicable Texas Department of Public Safety (DPS), Texas Law Enforcement Telecommunications System (TLETS), and Criminal Justice Information Services (CJIS) security and access requirements.
- Complete required criminal justice information security awareness training and maintain any required authorizations or certifications associated with assigned Municipal Court duties.
- Comply with all City policies regarding confidentiality, security, and the handling of sensitive information.
- Must meet the eligibility requirements for coverage under the City's employee fidelity bond or applicable bonding program, as required for employees handling public funds.

Because this position involves access to confidential Municipal Court and criminal justice information, continued compliance with applicable security requirements is a condition of employment.

Compensation and Benefits

Starting compensation will be determined based on the applicant's qualifications, relevant bookkeeping and accounting experience, and demonstrated proficiency with QuickBooks and related financial responsibilities.
The City of Riesel offers benefits to eligible full-time employees in accordance with City personnel policies.

How to Apply

Interested applicants should submit a completed **City of Riesel Employment Application** and résumé, if available.
Employment applications may be obtained through the City of Riesel website at www.cityofriesel.org/jobs or in person at City Hall.

Applications will be accepted until the position is filled.

For additional information, please contact City Hall.

Equal Opportunity Employer

The City of Riesel is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, or any other status protected by applicable law.
This job posting is intended to provide a general overview of the position and does not constitute an exhaustive list of duties or qualifications. The City of Riesel reserves the right to modify job responsibilities as necessary to meet operational needs.