

SR ACCOUNT CLERK
PRINCIPAL DUTIES AND RESPONSIBILITY

1. Solid Waste **Weekly** Billing
 - Apply Payments Daily
 - Journal and Post all Transactions
 - Run Statements
 - Voucher all Governmental Agencies
 - Provide Document Copies when necessary
 - Assist and provide info for all hauler inquiries
 - Account Analyses at Hauler Request
 - Provide end of month reports to Accountant and Superintendent

2. Upper Wallkill Sewage, Sludge and Sewage **Monthly** Billing
 - Receive hauler disposal documents daily from UWSTP daily
 - Compile disposal spreadsheet for all haulers
 - Apply Account payments
 - Generate Monthly Invoices
 - Monthly Volume Report
 - Residual Sludge Manifest
 - Assist and provide info for all hauler inquiries
 - Provide end of month reports to Accountant and Superintendent

3. Authority Meetings
 - Receive purchase orders and verify they are complete (includes proper budget information, receiving reports, invoices, signatures of vendor and authorized SCMUA personnel)
 - Compile listing of purchase orders for Financial Consent Agenda
 - Process bill paying Resolutions and Requisitions for Board signatures
 - Process all payroll and vendor checks and disburse to vendors with all related materials Provide end of month reports to Accountant
 - Maintain all check registers for all accounts/verify funding available for payment
 - Assist and provide info for all vendor inquiries
 - Provide end of month reports to Accountant

4. Photocopy Documents
 - Generate/ Type/Maintain/Purge/Archive

5. Prepare and maintain files for all Solid Waste and Wastewater Haulers
 - Generate/ Type/Maintain/Purge/Archive

6. Prepare and maintain Purchase Order/Voucher File

- File all Paid Purchase Orders/Purge/Archive
7. Collect Connection Fees
 - Review CO Reports from Municipalities
 - Issue Certification of Payment Receipts
 - Maintain records and files
 8. Preparation of purchase orders
 - Solid Waste Taxes and Reports
 - SW Closure & Contingency Tax
 - Quarterly Recycling Tax
 - NJDEP Reports for tax/tonnage
 - Post Closure Escrow Fund Deposit and Reports
 - Host Community Benefits
 - Inter-Department payments
 - Various annual & quarterly vendor payments
 - Trustee Bank charges
 - All Electric, Telephone ,Gas and Water billings
 9. Monthly Reports
 - Maintain contract/ project records/Contract draw downs
 10. Other
 - Special Accounting/Financial Projects as requested by Administrator, Chief Engineer, Superintendents, Recycling Coordinator, Wallkill Watershed Administrator, Accountant and Assistant Treasurer
 11. Other Duties as assigned by the Administrator

Also in the absence of the Human Resource Administrator, all necessary daily functions, including but not limited to, daily check deposits and cash receipts, payroll Processing, and on occasion Workers Comp functions.