



The County of San Bernardino
invites application for the position of

Accounts Representative

Job Number: 12-SD46069-01

SALARY

\$14.59 - \$18.67 Hourly \$2,528.93 - \$3,236.13 Monthly \$30,347.20 - \$38,833.60 Annually

APPLY BY: 01/20/12 05:00 PM

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION

The **Special Districts Department, Water and Sanitation Division** is recruiting for an **Accounts Representative** to perform difficult and responsible work in the maintenance of billing and customer accounts. Work involves the preparation, processing, and review of billing documents and fiscal records. This position will also be responsible for coordinating information from meter reads in relation to billing services. **An immediate vacancy exists in Victorville, CA.**

For more detailed information, please refer to the [Accounts Representative \(Special Districts Department\)](#) job description.

CONDITIONS OF EMPLOYMENT

Travel: Travel within the County may be required. A valid California Driver License and proof of automobile liability insurance must be provided at time of hire and maintained throughout employment.

MINIMUM REQUIREMENTS

Two (2) years (full-time equivalent) office experience using and maintaining a computerized billing/accounting system. **NOTE:** Cashiering and sales experience do not qualify.

Availability to work in Victorville, CA.

DESIRED QUALIFICATIONS

Office experience using and maintaining a computerized billing/accounting system for a Water and/or Wastewater agency is desirable.

SELECTION PROCESS

Applicants will be competitively evaluated based on the information provided in the Application and Supplemental Questionnaire. It is to your advantage to be explicit in your responses on the Application and Supplemental Questionnaire.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>
(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415
An Equal Employment Opportunity and ADA Compliant Employer

Issue Date: 1/14/12 GF

Accounts Representative Supplemental Questionnaire

- * 1. **Location Availability:** An immediate vacancy exists in the desert area of Victorville, California. Please indicate your willingness and availability to report to this location.
 - Yes**, I am willing and available to report to Victorville, California
 - No**, I am not willing or available to report to Victorville, California
- * 2. **Accounts Payable:** Please describe your experience preparing, processing or auditing bills, claims, statements or invoices for payment. Include documents used for payments and types of payments made. Please list employer and dates. Indicate N/A if you have no experience performing accounts payable duties.
- * 3. **Accounts Receivable:** Please describe your experience invoicing for payments owed, include experience monitoring, receiving and documenting payments received. Please list employer and dates. Indicate N/A if you have no experience performing accounts receivable duties.
- * 4. **Water/Wastewater Agency:** Please describe your experience working in a Water and/or Wastewater agency. Include duties performed, software used and documents processed. Please list employer and dates. Indicate N/A if you have no experience working in a Water/Wastewater agency.
- * 5. **Records & Documents:** Please describe your experience preparing, processing, reviewing and maintaining fiscal records and documents. Be sure to indicate the types of documents, recordkeeping methods and documentation. Please list employer and dates. Indicate N/A if you have no experience working with fiscal records and documents.
- * 6. **Policies & Procedures:** Please describe your experience interpreting, applying and explaining department policies and procedures to staff and to the public. Please list employer and dates. Indicate N/A if you have no experience working with policies & procedures.
- * 7. **Computer Software:** Please provide the months/years of experience, skill level (beginning, intermediate or advanced) and reasons for using of the following: • Excel • Access • FAS • Shadow Direct • BudPrep • Other billing/fiscal software (please include name of software)
- * 8. **I understand that I cannot update my application once I have submitted it.** Therefore, I have fully completed all sections and provided **full descriptions of my duties and responsibilities** for each employer, and have fully reviewed my answers to all questions on the supplemental. *(Do not refer to a resume or other documentation.)*
 - I understand.**

* Required Question