



## **Utilities Accounting Technician**

Boxelder Sanitation District, located in Fort Collins, Colorado, seeks a full-time Utilities Accounting Technician to join our team. This position entails diverse accounting responsibilities and provides high value service to our customers.

### **Essential Duties/Responsibilities:**

- Maintain Residential and Commercial Accounts
  - Authorize, generate, and document account adjustments
  - Finalize and create new accounts
  - Import or enter meter readings
  - Evaluate and assign winter average calculations
  - Coordinate payment plans with customers
  - File, monitor account status, and release liens
- Process billing
  - Generate monthly billing and facilitate steps for printing
  - Complete final bills and mail out customer statements
  - Reconcile Accounts Receivable
- Review, submit, and process direct debits
- Assist customers with more difficult situations
- Answer phone and greet customers as needed
- Assist with Accounts Payable

### **Job Qualifications:**

- Associate's degree or higher in Accounting or related field preferred and/or a minimum of 2 years of relevant experience in accounting.
- Strong interpersonal skills in regards to customer relations and working in a team environment.
- Strong computer skills are required including utility billing software, Microsoft Word and Excel.
- Ability to effectively and courteously present information, verbal and written, and respond to questions from general public, supervisors and staff.
- Ability to read, analyze, and interpret financial data.
- Ability to solve practical problems.
- Ability to accurately and quickly calculate figures and amounts.
- Must work well under pressure, be self-motivated, service oriented, detail oriented, efficient, accurate, able to multi-task and be a team player.

### **About Boxelder Sanitation District**

Boxelder Sanitation District, located in Fort Collins, Colorado, responsibly provides waste water treatment to protect public health and the environment. To learn more about us, please visit [www.boxeldersanitation.org](http://www.boxeldersanitation.org).

District benefits include:

- Medical, dental and vision insurance
- Pension plan
- Optional 401(k) plan
- Paid holidays, vacation and paid time off
- Life insurance
- Professional development opportunities

EOE

**How to Apply**

To apply, please email your cover letter and resume to [recruiting@boxeldersanitation.org](mailto:recruiting@boxeldersanitation.org).