



San Miguel County

Human Resource Office

Eileen Sedillo, Director

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4
Max Trujillo, District 3 | Kenneth Medina, District 5 | Bernadette Baca, District 2
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of ***Solid Waste Accounts Receivable Clerk I***. Under the direction of the San Miguel County Public Works director and the Accounts Receivable Clerk II, the Solid Waste Accounts Receivable Clerk I will be responsible for solid waste customer service; maintaining computerized record system and preparing billing for solid waste collection service associated within the Accounts Receivable department. High school diploma or GED required and one year experience with accounts receivable collection process required.

SALARY RANGE 22: \$29,695.00 - \$37,119.00

DEADLINE: January 24, 2025

Applications and a detailed job description may be picked up from the San Miguel County Human Resource Office located at 500 West National, Suite 202. You may also obtain an application and job description by visiting the San Miguel County website at www.co.sanmiguel.nm.us.

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

01.08.25
Date


Eileen Sedillo, Human Resource Director

1.8.2025
Date

Published: _____, 2025



San Miguel County

PUBLIC WORKS/ SOLID WASTE ACCOUNTS RECEIVABLE CLERK I JOB DESCRIPTION

Status: Full Time Position
FLSA: Non-Exempt

GENERAL STATEMENT OF DUTIES

Under the direction of the Public Works director and the Accounts Receivable Clerk II this position will provide communications with the general public, solid waste customers and the County Administration. Assist and provide support to the Department as requested by supervisor. Responsible for maintaining computerized record system and preparing billing for solid waste collection service associated within the Accounts Receivable Department.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to, the following:

- Prepare reports and analysis of the account receivables and the daily operations of the solid waste billing department, to include the generating of reports for the County Manager and County Commission.
- Answer telephone, check and respond promptly and positively to telephone voice messages, and billing questions;
- Must be capable of significant repetitive motion job tasks including, but not limited to those listed herein;
- Must have positive public relations skills and demonstrate an ability to work with the public in a positive, proactive and proficient manner;
- Prepare billing for residential, commercial and special customers;
- Enter and complete payments daily into the computer;
- Make customer account changes as warranted into the computer;
- Prepare and file liens to collect past due accounts;
- Edit customers from the Assessor's office records as warranted;
- Conduct audits of customer accounts;
- Inform Operations and Safety Assistants of changes in service;
- Assist walk in customers;
- Assist customers with the processing of service agreements;
- Participate in and successfully complete all required safety training
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- High school diploma or GED certificate required. One year bookkeeping/accounting course work with experience with accounts receivable collection process and the filing liens as required with the County Assessor's office OR combination of one year of job

experience in bookkeeping/accounting with accounts receivable collection process and the filing liens as required with the County Assessor's office

SKILLS AND ABILITIES:

- Demonstrated microcomputer use including working knowledge of MS Word, Excel, data bases, accounting software, email, texting and MS Explorer or Mozilla Firefox.
- Office Equipment Skills: must be able to type and operate standard office equipment including ten key calculator, typewriter, fax and microcomputer hardware and software, copy machine, multi-line telephone and cell phone.
- Ability to communicate in both English and Spanish preferred and successfully work in a multicultural environment.
- Ability to listen, grasp and quickly respond positively to supervision and instruction.
- Ability to effectively and efficiently communicate in writing.
- Possess a positive attitude, strong work ethic, and exercise independent judgment and tact.
- Ability to work as part of a team in a fast-paced, complex work environment

REQUIREMENT/CERTIFICATION/LICENSES:

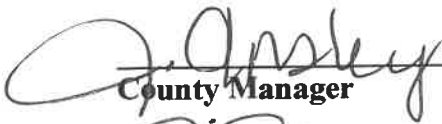


- Valid New Mexico Driver's License, in good standing, driver report required.
- If offered the position, must pass and provide verification of passing a pre-employment physical, including drug test screening.

ENVIRONMENTAL/PHYSICAL CONDITIONS

Work to be performed in a general office setting, occasionally in other facilities or in the field. Employee may be required to work irregular hours, respond to call back requests, attend job related meetings and training. Employee will be required to perform other duties as assigned.

Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS ON March 14, 2023

 County Manager	<u>3-15-23</u> Date
 Human Resource Director	<u>3-14-2023</u> Date
 Public Works Director	<u>3-22-23</u> Date
Employee	Date