

**Part-Time Accounts Receivable Clerk - Dutchess County Water and Wastewater Authority**

The Dutchess County Water and Wastewater Authority is seeking a Part-Time Accounts Receivable Clerk to provide financial, administrative and clerical support to its Accounts Receivable Clerk. The position will be based at the Authority's administrative office at 1 Lagrange Avenue, Poughkeepsie, NY.

The hours will range from no less than fifteen to no more than twenty hours per week. All work to be performed between the hours of 8:00 AM and 4:00 PM Monday through Friday, with the work schedule to be agreed upon at the time of hire.

Upon satisfactory completion of a training and probationary period a remote work arrangement may be allowed.

Examples of job duties include; enter new customer information and customer meter reading information into a Utility Billing software program; assist with preparing bills, closing bills, invoices and bank deposits; verify discrepancies and resolve customer billing issues; use payment stubs to enter payments against customer accounts; maintain and update standard reports; photocopy, scan, collate and file documents; receive, sort and distribute mail; provide back-up for telephone answering.

Qualifications: At least 18 years of age; Graduation from high school or high school equivalency diploma; Proven ability to perform mathematical calculations quickly and accurately; Experience with Microsoft Office specifically Excel; Good customer service skills; Good organizational skills and attention to detail; Ability to learn appropriate software programs.

Please submit a cover letter and resume to:

Dutchess County Water and Wastewater Authority  
1 Lagrange Avenue, Poughkeepsie, NY 12603  
FAX: (845) 486-3656  
Email: [dcwwa@dutchessny.gov](mailto:dcwwa@dutchessny.gov)  
Attn: Deputy Director