



WHITTIER SMALL BOAT HARBOR

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CITY OF WHITTIER, ALASKA, HARBOR DEPARTMENT HARBOR ASSISTANT—COLLECTIONS CLERK

The City of Whittier, Alaska is seeking a highly capable individual for a part time hire of the position of Harbor Assistant II—Collections Clerk. The position will be under the supervision of the Harbormaster or her designee and is open until filled.

GENERAL DESCRIPTION: A position combining clerical and accounting duties to monitor, track, and recover overdue accounts. Under supervision, the employee would be responsible for tracking and monitoring 90+ day overdue accounts.

EXAMPLES OF WORK: Print out a 90+ day overdue accounts list each month after billing has been completed. Flag each account that is 90+ days overdue. Print a full history; set up a file folder; and store the file in a separate file cabinet. Telephone follow-up and verification; maintain collections database. Pursue collection of overdue funds following Whittier Municipal Code.

KNOWLEDGE, SKILLS AND ABILITIES: Must have a basic understanding of computers and office equipment and appropriate experience with basic office systems including but not limited to data processing, filing, telephone reception, bookkeeping, and misc. research. Must have good verbal and written communication skills, and ability to maintain confidentiality. Work cooperatively with other employees, other departments and the public.

EDUCATION AND EXPERIENCE: High school diploma or GED equivalent required. Some marina related experience is preferred and experience working with the public helpful. Problem solving skills are necessary and ability to handle confrontational situations calmly and diplomatically.

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 21 years of age, and must have a valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check. Must present work authorization identification within three days of hire (INS requirement).

MINIMUM QUALIFICATIONS:

- High school diploma or GED required.
- Associate's Degree in Business or Accounting;
- An equivalent combination of education and experience.

SALARY: \$13.23/hour DOE. This is a temporary, part-time position. To apply, submit a City of Whittier application, authorization to release information form, a cover letter, and three references to the Harbormaster at the Harbor Office or at the City of Whittier Office by one of the following methods: in person, mail to P.O. Box 639, Whittier, AK 99693, fax to 907.472.2472, or e-mail to harbormaster@whittieralaska.gov. Applications are available at City Hall, or by internet at www.whittieralaska.gov.

**Direct deposit of payroll is mandatory within 30 days of employment.
The City of Whittier is an equal opportunity employer and a "drug free" workplace.**

PUBLIC POSTING: April 21, 2014