



May 20, 2026

**LNVA is accepting applications for the position described below.
LNVA IS AN EQUAL OPPORTUNITY EMPLOYER.
JOB TITLE: ACCOUNTING CLERK – ACCOUNTS RECEIVABLE**

SUMMARY OF POSITION

Under the direction of the Chief Financial Officer, performs a variety of clerical accounting functions. The primary focus of the position is to perform all tasks related to accounts receivable activities. Additionally, this position will assist in data collection and organization of budget and audit materials.

1. Reports to: Chief Financial Officer
2. Directs: This is a non-supervisory position.
3. Other: Has daily contact with other Authority employees, customers, visitors, and periodic contact with representatives of outside private businesses.

EXAMPLES OF WORK

Essential Duties:

Maintain punctual, regular attendance and work the scheduled hours.

Prepare Monthly Raw Water Invoices:

- Post meter readings in TruePoint software and perform QA against contracted amounts and SCADA readings
- Communicate with off-system customers for their usage data and calculate their use in acre-feet for data entry into TruePoint for billing
- Communicate with the Canal and I&E departments with meter reading discrepancies or issues identified in the QA process
- Update customer data for new contract agreements or changes, periodically performing QA against the customer contracts and amendments to ensure accurate billing and to assist with preparing the annual budget for revenue
- Calculate and bill customers for fuel surcharges
- Calculate and bill customers for expense reimbursement for Saltwater Barrier operations, and utility and pipeline expenses
- Bill Texas Parks and Wildlife for reimbursement of herbicide application expenses
- Prepare bills and invoices in TruePoint software
- Prepare journal entries to upload TruePoint revenue, expense reimbursement, and accounts receivable data to ERP Pro 10 accounting software
- Reconcile accounts receivable and appropriate revenue and expense accounts between both software systems
- Assemble, copy, mail and/or email invoices to customers

- Maintain files of monthly records, reports, and documentation of revenue and receivable information
- Correspond with customers regarding billing information, questions, water usage, and collection of delinquent accounts
- Assess late fees for customers with invoices over 60 days past due and assist with calculating pre-payment requirements when necessary
- Issue monthly statements to customers with account balances
- Prepare and deposit cash receipts to the bank and post those and EFT payments in both software systems
- Report water usage per revenue type and customer in Excel for governmental reporting purposes
- Track contracted agricultural customers and acreage across different software platforms to accurately assess application fees and report usage and communicate payment status with the Canal department
- Charge customers for construction projects as contracted by the Canal department
- Maintain records of customers with Rayburn use permits and bill them annually
- Prepare accounts receivable reports to assist with the annual financial audit
- Crosstrain in accounts payable and payroll processing as backup
- Assist CFO with other accounting reports and other assignments as necessary

Other Important Duties:

Other tasks as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: accounts receivable procedures; basic bookkeeping and recordkeeping; basic accounting procedures; electronic data entry; and file maintenance and record retention.

Required Skill/Ability to: operate computer; understand numeric data; understand and proficiently operate computer using all Microsoft Suite products, with a particular emphasis in Excel; proficiently operate a 10-key adding machine by touch; timely and accurately file documents and records; operate standard office equipment including copiers, scanners, typewriters, fax machines, etc.; and establish and maintain effective working relationships with customers, Authority employees, and representatives of outside businesses or agencies.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least three years of secretarial, clerical or other business-related experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

PREFERRED EXPERIENCE AND TRAINING

Accounts Receivable experience – at least two years
 College Business Courses – at least two years
 ERP Pro 10 software experience
 TruePoint software experience

CERTIFICATES AND LICENSES REQUIRED

None

PAY GROUP: A5

FLSA: Non-Exempt

Pay Range - \$20.72/hour - \$31.08/hour

CLOSING DATE:

November 30, 2026 or until filled, whichever occurs first.

If interested, submit a completed application (resume and/or statement of qualifications can be attached) to:

Lower Neches Valley Authority
Attention: HR Director
7850 Eastex Freeway, Beaumont, Texas 77708