

CURRAN-GARDNER TOWNSHIPS PUBLIC WATER DISTRICT



APPLICATIONS ARE BEING ACCEPTED UNTIL

February 15, 2024

PART-TIME BILLING CLERK OPENING

Resumes are being accepted for a part-time billing clerk. The part-time Billing Clerk reports directly to the Business Manager and will work three days per week.

For a complete list of duties please refer to currangardner.com

POSITION REQUIREMENTS: The part-time Billing Clerk reports directly to the Business Manager.

- . Answers incoming telephone calls, processes faxes and mail
- . Performs a variety of duties related to District customer service including: new customers, posting customer payments, payment arrangements, verifying account information, revising billing errors, work orders and final accounts.
- . Performs a variety of duties related to deposits, remote banks deposits and automatic bank debits. Performs ACH bank drafting for customer accounts.
- . Performs a variety of duties to prepare handheld devices for meter reading and customer billing. This includes preparation for verifying accuracy of the meter reading process, cut-offs.
- . Performs a variety of duties related to the billing utility system including customers monthly bill generation and various report requests.
- . Performs a variety of duties with respect to collections, liens, and bad debt.
- . Other duties as assigned by the Business Manager.

The part-time Billing Clerk is expected to contribute towards the objectives of the District office

EXPERIENCE: Two years general office or accounting experience. Moderate skills with Microsoft Windows, Excel and Word.

EDUCATION: High school diploma or GED.

SPECIAL SKILLS: Attention to detail, good communication skills. Microsoft Windows, Word and Excel a plus.