

Utility Billing Clerk City of Hillsboro, MO

Job type: Full time

Salary: \$16.00 hr.

Benefits: Health insurance.Dental insurance.Vision insurance.Retirement plan.Paid time off.

Typical start time:8AM. Regular end time:5PM.

Pay Frequency: Bi-weekly.

This position is responsible for maintaining the records of the Water and Sewer Utility customers, which include: meter reading books, billing ledgers, payment posting, consumption history, sewer billing, City reports, and meter test records, and control journals per generally accepted accounting standards and is required to perform a variety of related clerical tasks.

Essential functions include, but are not limited to:

- Maintenance of customer account records.
- Compilation and entry of meter reading information into the billing system
- Completion and filing of quarterly and annual reports.
- Processing and mailing of customer bills
- Collection and posting of customer payments
- Preparing postings for late penalties and related notices
- Processing of billing registers, trial balances, and payment audit reports
- Maintenance of accounts receivable and invoice processing
- Assist the City Clerk as needed
- Performs general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval
- Perform other miscellaneous tasks at the discretion of the City Administrator

Marginal functions include, but are not limited to:

- Assist in license applications
- Perform other duties as assigned

Qualifications:

- High School Diploma and one-year post-high school education in bookkeeping or accounting are required; an associate degree in Accounting or related field preferred.
- A minimum of five (5) years of experience involving computer record keeping; and evidence of training and experience in-office procedures, word processing, and spreadsheet applications is required. Experience with CUSI UMS utility billing software, cash management, and cashier operations desired.
- Must be at least 18 years of age, a citizen of the United States, and possess a valid Missouri Driver's License with a satisfactory driving record.

Knowledge, Skills, and Abilities:

- Well-developed communication skills, both verbal and written
- Working knowledge of accounting principles and practices of governmental or utilities
- Ability to perform arithmetic computations accurately and quickly
- Ability to manage time well, be highly organized, and plan work assignments effectively to maintain a smooth flow of record keeping and information processing.
- Ability to use modern office technology, including a personal computer
- Knowledge and ability to work with software related to accomplishing the accounting functions, including spreadsheets and various computer applications
- Ability to establish successful working relationships

Physical Demands: