

Grand Water & Sewer Service Agency

Job Description

Title: Billing Clerk

Grade: 7

Under the general supervision of the Agency Manager, performs a variety of billing, clerical and public contact work for the Agency and three special districts.

Typical Duties: Responsible for various water and sewer billing and collection processes including, but not limited to: maintenance of customer records, entry of meter reads, service orders, distribution and filing of billing reports, accepting and entering payments, preparing bank deposits, preparing customer agreements and collecting applicable fees, general office duties, routine correspondence, and other duties as assigned. Pre-employment drug screening, DMV, and background check required.

Minimum Qualifications: Ability to work with the public in a pleasant, professional, and efficient manner, highly organized, detail oriented, and proficient in Microsoft Office. Minimum typing speed of 40 words per minute, ten-key skills and previous billing experience are a plus. A typing test will be administered upon offer of employment. Required Education and Experience: high school diploma or equivalent and two (2) years of training or experience in general office practices.