

Date posted: May 19, 2026,

Pay: \$19.00 - \$20.00 per hour

Job description:

Pay: \$19.00 - \$20.00 per hour (DOE)

Job description and skill requirements:

Pre-Employment Requirements:

- Must successfully clear employment and criminal background check
- Must successfully pass an alcohol/Drug Screen; positive results are disqualifying
- Physical assessment check

Job Summary

Under the general supervision, the Utility Billing Clerk is responsible for performing utility billing and account maintenance functions, including processing payments, balancing daily transactions, assisting with billing cycles, and providing customer account support. This role requires accuracy, attention to detail, and the ability to handle financial transactions and customer inquiries in a professional manner. This candidate must be a Team Player!

Responsibilities

- Take utility payments
- Open, transfer, and close customer accounts
- Answering phone
- Provide general office backup
- Maintain and file a variety of financial records
- Respond to requests and inquiries from the general public
- Interpret and explain a variety of departmental issues and policies
- Other duties as assigned

Position Requirements

- One (1) to two (2) years of prior experience in customer service, cash handling/collections, or clerical/administrative support in an office setting required
- Accounting or bookkeeping experience highly desired
- Proficiency with Microsoft Office applications (Outlook, Excel, Word)
- Must be a Team Player!

Skills

- Read, write, speak and comprehend the English language.
- Advanced knowledge of modern office procedures, methods and equipment including computers and copiers
- Advanced knowledge of applicable computer applications including word processing and spread sheets
- Knowledge of principles and procedures of cash handling.
- Posses a high level of professional customer service at all times.
- Basic math skills for calculations related to measurements, quantities, and operational metrics.

Preferred Qualifications

- Bilingual English/Spanish language skills preferred
- Experience with Tyler/Incode billing system highly desired

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person

Job Type: Full-time

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person