

City of Union Point
Posting Date: June 11, 2018
Ending Date: June 29, 2018

The City of Union Point is currently accepting applications for the position of Utility Billing/Account Receivables Clerk.

Salary: Depending on Experience/Qualifications

The Utility Billing/Account Receivables Clerk is responsible for a wide variety of general and/or specialized billing, clerical, accounting and bookkeeping support functions. The clerk performs, and offers assistance in a variety of duties related to utility billing as instructed by the City Clerk and Treasurer, including, but not limited to, accounts receivable and utility billing. The clerk is also responsible for providing clerical support services to the office of the City Clerk, including, but not limited to customer service and record maintenance. This position requires a level of competency and experience sufficient to understand the diverse functions of the position, including, but not limited to, answering the telephone, receive customers and takes messages, type correspondence, reports and other materials, and perform other general office duties as required. The Utility Billing/Account Receivables Clerk must have some knowledge of modern office practices and procedures, business English, punctuation and spelling; the ability to make arithmetic computation quickly and accurately; the ability to operate computer and general office machinery such as credit card machine, telephone, and calculator; the ability to understand and carry out moderately complex oral and written instructions; and the ability to work under close to general supervision.

Minimum requirements:

High School Diploma or equivalent – two year degree in accounting preferred
Working knowledge of generally accepted accounting
Must have a very good knowledge of Microsoft Office 2010 – Including Access, Word, Excel and Outlook
Must be able to effectively communicate with the public
Capable of being a notary public
Possess a valid driver's license with an excellent driver's history
Must have stable employment history
Must be able to perform the essential functions of the job

Benefits:

Paid Employee Medical Insurance
Paid Employee Life Insurance
Paid Employee Retirement
Deferred Compensation
Paid Vacation and Sick Leave and Holidays

Desired Requirements:

Previous office experience desirable
Previous accounting experience preferred
Training or education in the area of finance and/or accounting desirable

The equivalent of training, education and experience will be considered.

Successful applicant will be required to undergo drug testing & criminal background checks.

All applicants must submit an application. You may download an application at www.unionpointga.org.

Applications will be accepted at the City Hall, 107 Scott Street, City of Union Point, Monday through Friday, 8:00 a.m. to 5:00 p.m., or may be mailed to the City of Union Point, P. O. Box 233, Union Point, Georgia 30669.

The deadline for accepting applications is June 29, 2018.

The City of Union Point is an equal opportunity employer.