

UTILITY CLERK
City of Berlin

The City of Berlin Water & Sewer Utility is looking to transition to monthly billing and is searching for another customer-oriented Utility Clerk. A Utility Clerk is responsible for departmental billing, basic accounting functions, various cross training with the City Clerk's office and interaction with general public. This position also serves as Secretary for the Utility and the Sewer & Water Commission. Some night meetings and minute taking required. Qualifications include: Associate degree, working knowledge of Microsoft Word, Access, and Excel, basic accounting principles, Accounts Payable and utility billing experience are a plus. Successful applicant will be PC literate, a dependable team player, customer oriented, have excellent organization skills with the ability to handle multiple tasks simultaneously. We are looking for a self-motivated individual with a strong desire to learn and be part of a team environment. Salary range is \$33,720-\$43,836 with starting wage dependent on qualifications. City of Berlin offers an excellent benefit package. Job description and application are available on www.cityofberlin.net. Qualified candidates should send application, resume and cover letter to: City of Berlin, P.O. Box 272, Berlin, WI 54923, Attn: Jodie Olson or e-mail jolson@cityofberlin.net. Deadline to apply is February 2, 2018.