



CITY OF MOULTRIE JOB ANNOUNCEMENT

Position: Billing Clerk
Department: Business Operations
Starting Salary: \$33,280
Date: August 14, 2023

General Nature of Work:

Verifies and checks billing runs; tracks utility and non-utility customer “non-payment”; verifies/edits billing reports for all services including (electric, gas, water, sewer, garbage, cable, internet, and phone); process daily deposits and take to the bank; performs account maintenance using the AMR software; works with the Finance Department in reference to daily deposits; establish new accounts in the software system for billing purposes.

Training and Experience:

Must be a high school graduate or equivalent with experience as a cashier or teller required; thorough knowledge of the City’s utility policies, practices and procedures; ability to operate computer terminal; must maintain clerical records and prepare reports; must possess ability to pay attention to detail and must possess a valid driver’s license.

If you feel you qualify for the above position, you must report to the Human Resources Office to indicate your interest.

Position openings are to remain posted for three (3) working days before the position is filled so that all qualified employees will have an opportunity to apply.