



CITY OF MOULTRIE JOB ANNOUNCEMENT

Position: Billing Clerk
Department: Business Operations
Starting Salary: \$33,280
Date: January 31, 2024

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 will remain open until filled.