

City of Summerville
Job Announcement
Utility Billing Technician

JOB SUMMARY

This position performs technical duties in support of the city's utility billing operations.

MAJOR DUTIES

- Assist with billing questions
- Maintains cash drawer as assigned and needed
- Answers telephone and greets visitors; provides information and assistance.
- Processes utility service transfers
- Uploads meter reading data
- Calculates and prints bills
- Calculates water losses
- Adds penalties and late fees
- Processes deposit refunds
- Prepares work orders for re-reads, broken locks, leaks, etc.
- Updates gas rates monthly
- Prepares bank drafts
- Completes meter change outs
- Compiles a variety of spreadsheet and other reports
- Composes correspondence to customers
- Cross trained as Customer Service and cover as needed
- Performs related duties

MINIMUM QUALIFICATIONS

- High School Diploma or equivalent experience.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

Any person interested in this position may submit an application at the City of Summerville, 120 Georgia Ave., Summerville, GA 30747. Resumes may also be submitted via e-mail to awhite@summervillega.org or mailed to:

City of Summerville
Attn: Angie White
P.O. Box 180
Summerville, GA 30747