

## **CUSTOMER SERVICE UTILITY CLERK/ACCOUNTS RECEIVABLE**

The Town of Edinburgh has an opening in the Utility Office for a Customer Service Utility Clerk/Accounts Receivable.

### **Duties include but are not limited to:**

Daily customer service which requires excellent people skills, ability to navigate email and phone skills.

Receive and post payments to customer accounts accurately and in a timely manner which requires maintaining and balancing a cash drawer and preparing a daily bank deposit.

Process work orders for utility office, maintain utility customer accounts, post revenue for various other Town departments. Prepare a variety of regular and special reports, including sales tax.

Ability to work with multiple computer software's including but not limited to Microsoft Office and Incode 10. Experience with Incode Utility Billing or Incode Financial software is a huge plus.

Assist other Utility Office Staff, Clerk-Treasurer, & Operations Accounting as needed.

Must be able to pass a pre-employment drug screening and able to be bonded.

Full-time with benefits after probationary period.