



## Advertisement for Employment

**Position:** Utility Billing Coordinator  
Monday - Friday 8:00 am – 4:30 pm

**Department:** City of Burlington Department of Public Works - Water Utility

**Salary:** Starting Salary 18.45/hr

The City of Burlington is seeking an energetic, positive and skilled professional with customer service and problem solving skills for the position of Utility Billing Coordinator. This is a full-time, hourly position. Compensation is \$18.45/hour with an excellent benefits package. The ideal candidate will be able to perform the following essential duties and meet the minimum qualifications of the position:

**ESSENTIAL DUTIES:** Performs quarterly billing of water and sewer customers, final bills, scheduling meter changes, creating reports to aide in the preparation of the Public Service Commission Annual Report, assists customers with questions and concerns, cashiering, data processing, records management, accounts receivable reconciliation, and other general clerical and administrative duties as assigned.

**MINIMUM QUALIFICATIONS:** High school diploma, or a GED equivalent, with five years of increasingly responsible related experience, or any equivalent combination of related education and experience. The most qualified applicants will have experience as an administrative staff member with knowledge of bookkeeping, Public Service Commission rules and regulations, utility billing software, meter reading software, and Microsoft Office applications.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

For a full job description visit: [www.burlington-wi.gov//306/Employment](http://www.burlington-wi.gov//306/Employment)

Send application to: City of Burlington Department of Public Works  
Attn: Peter Riggs  
2200 S Pine St  
Burlington, WI 53105  
priggs@burlington-wi.gov

Application deadline: 10/23/18 or until filled

EOE