



# **PART-TIME BILLING/CUSTOMER SERVICE REPRESENTATIVE**

**Responsibilities (including, but not limited to):** Monitor the automated metering system and download information to the utility billing program for the billing of the electric, water and sewer customers. Customer service – answer questions, assist customers regarding payments and applications for energy assistance and maintain up-to-date customer information. Perform all duties necessary for the timely billing of the utility customers. Perform cash receipting duties including balancing the daily deposit with the cash receipting reports, updating cash receipting to utility billing and updating to the General Ledger. Assist the Financial Supervisor with accounts payable duties.

**Workweek and Hours:** Approx. 18 - 36 hrs. per week.

**Requirements:** 18 years or older. Office experience with a basic understanding of accounting principles. Must be experienced in MS Excel, Word and Outlook. Cash handling experience. Ability to work independently. Have strong customer service skills.

**Wage:** Commensurate with skill level.

**Send resume, salary history and references to:**

Brian Carroll Operations Mgr.  
Village of Gresham

P.O. Box 50, Gresham, WI 54128

or e-mail to: [bcarroll@villageofgresham.us](mailto:bcarroll@villageofgresham.us)

Applications may also be picked up  
and dropped off at the Village Office.

**APPLICATION DEADLINE IS OCTOBER 8<sup>TH</sup>, 2018.**