



1600 E. South Weber Drive
South Weber, UT 84405

www.southwebercity.com

801-479-3177
FAX 801-479-0066

JOB OPENING ANNOUNCEMENT

Utility Billing – Accounts Payable Clerk

Posting Date: April 19, 2017
Department: Administration
Reports to: Finance Director
Salary Range: \$15.00 - \$17.00/hour DOE.
Position Type: Full-Time
How to Apply: Applications available at:
southwebercity.com/community/employment
Send Application, Resume, and Cover letter to: Human Resources, 1600 E South Weber Dr, South Weber, UT 84405

Deadline to Apply: Open until filled

Overview:

Perform a variety of working level, complex and technical clerical duties to expedite the billing, collection and processing of monthly utility and general revenue account transactions. Receives, balances, deposits and records various payments from the public, and for other City departments. Resolves patron complaints, questions and concerns. Responsible for the accounts payable system, including signatures for the level of expense, processing invoices and generating checks weekly, and working with vendors to research unpaid invoices and follow up on problems. Provides notary services.

Knowledge, Skills and Other Characteristics:

Operates a computer and its various programs. Knowledge of computer applications (Microsoft Word, Excel, Outlook, Internet), proficient in typing, strong interpersonal communication skills, and the ability to maintain confidential information. Experience using Caselle software preferred.

Qualifications:

Graduation from High School; plus, one (1) to three (3) years of experience in a utility billing system. Must have a Utah Driver's License. Must be able to lift a minimum of 20 pounds. Must be able to pass a pre-employment drug test, and obtain a satisfactory background and driving record check.