



Utility Billing Clerk (Regular Part-Time)

The Finance Department seeks an individual with outstanding analytical, interpersonal and customer service skills to join their team as a Utility Billing Clerk on a Permanent Part-Time basis. Reporting to the Accountant/Office Manager, the incumbent will coordinate the preparation, collection and maintenance of utility accounts.

Responsibilities:

- Preparation of utility bills, reconciling utility accounts and maintaining files and other related statistics and reports.
- Creation and maintenance of customer accounts and utility services. Investigation of billing issues and obtaining approval for adjustments to customer account(s).
- Communication with the Public Works and Building Departments to ensure new service applications are processed accurately.
- Provide information to the public regarding the City's utility billing and operations.
- Be a key contributor to the completion of the City's water metering program.
- Assisting with cash receipting and providing backup for Accounts Payable and Receivable.
- Maintaining a variety of departmental records and performing other clerical and financial related tasks, as required.

Qualifications

Applicants must possess a minimum of 5 years of administrative or clerical experience, preferably in a local government environment. Also required is a high level of proficiency with Microsoft Office, with strong Excel and mail merge skills. Knowledge of databases, VADIM and municipal water systems will be considered assets.

In our small and busy office, the utility billing clerk must have excellent organizational skills and the ability to manage multiple priorities. The successful candidate has exceptional attention to detail and strong problem solving skills.

Salary

This is a CUPE union position (approximately 21 hours weekly) with an hourly rate of \$27.47 (2016 rate), plus proportional benefits as per the CUPE contract.

Applications

A cover letter and complete resume of experience, qualifications, and references will be accepted until 4:00 pm, September 30, 2016 and should be submitted to the attention of Marisa Paitson, CPA, CGA, Accountant/Office Manager, City of Duncan, 200 Craig Street, Duncan, BC V9L 1W3 or by email to: hr@duncan.ca.

We thank all applicants; however, only those being considered for interviews will be contacted.