

Part-Time Water Receivables Clerk

Performs recordkeeping and accounting-clerical work in support of the utility billing and collections and related customer service, and administrative support work as receptionist at Town Hall. This employee serves as receptionist at Town Hall, opening mail, answering phone calls, sending faxes and assisting visitors. A major part of the work involves responsibilities in the billing and collection of water payments including scheduling water connections and setting up and closing out of utility accounts; collecting utility payments and other revenues; making deposits; handling customer inquiries and complaints relating to utility billings and general services and attempting to resolve problems; assisting and preparing a variety of reports and records; generating work orders and notifying customers about potential cut-offs for non-payment; and preparing and sending out bills.