

UTILITY CLERK
City of Berlin

The City of Berlin Water & Sewer Utility is searching for a customer-oriented Utility Clerk to fill a vacancy. A Utility Clerk is responsible for departmental billing, basic accounting functions, various cross training with the City Clerk's office and interaction with general public. This position also serves as Secretary for the Utility and the Sewer & Water Commission. Some night meetings and minute taking required. Qualifications include: Associate degree (preferred), working knowledge of Microsoft Word, Access, and Excel, basic accounting principles, Accounts Payable and utility billing experience are a plus. Successful applicant will be PC literate, a dependable team player, customer oriented, have excellent organization skills with the ability to handle multiple tasks simultaneously. We are looking for a self-motivated individual with a strong desire to learn and be part of a team environment. Starting hourly pay \$21.00 - \$23.00 per hour, depending on qualifications. City of Berlin offers an excellent benefit package. Job description and application are available on www.cityofberlin.net. Qualified candidates should send application, resume and cover letter to: City of Berlin, P.O. Box 272, Berlin, WI 54923, Attn: City Administrator or e-mail cityadministrator@cityofberlin.wi.gov. Applications will be accepted until position is filled.