

BILLING CLERK

The City of Carlsbad is accepting applications for the position of **Billing Clerk**. Performs a variety of routine clerical accounting tasks; may specialize in a function such as utility billing.

Prepares statements of charges for water consumption, sewer, and solid waste collection services by reviewing data on cycle edits, entering readings into computer, and adjusting data on edits and computer records.

Prepares final, new customer, and corrected billings; updates addresses and related account information; sets up new accounts; prints and edits billing lists; updates files, prints statements and prepares them for mailing.

Processes daily job orders for new and discontinued services, meter changes, customer inquiries and related information; posts and files debit and credit forms; prepares monthly reports, and answers customers' billing inquiries.

Operates computer terminal and printer, calculator, typewriter, and other standard office equipment; may serve as backup cashier.

May be assigned special tasks. Will assist with answering phones at various times. Other duties as assigned.

Knowledge of general bookkeeping practices and procedures. Knowledge of the City's utility billing system, policies and procedures. Knowledge of Excel, Word or equivalent PC based programs.

Ability to follow oral and written instructions, policies and procedures. Ability to establish and maintain effective working relationships with other staff and utility customers. Ability to provide accurate and timely data and reports.

Skill in operating office equipment including computer terminal, printer, calculator, and typewriter. Skill in performing mathematical calculations.

Qualifications: High school diploma or GED certificate, and three (3) years of computerized bookkeeping/clerical accounting work; OR an Associate degree in Accounting may be substituted for two years of the required experience. PC experience, ten-key by touch required. Ability to type at least 45 w.p.m. net.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

In addition to an excellent benefit package, starting base hourly

rate will be \$26.16. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications must be received or be postmarked no later than **April 11, 2024**.

EOE M/F/V/D