

Hellertown Borough Authority

Job Description

Position: PART TIME - Utility Clerk
MONDAY-THURSDAY (FOUR HOURS/DAY, FLEXIBLE)
FRIDAY- EIGHT HOURS

Reports to: Administrator

Position Responsibilities:

- Manage daily activities associated with customer and miscellaneous billing, accounts receivable, accounts payable, filing, and front desk customer reception both over the phone and in person
- Record and schedule requests from attorneys and/or title companies
- Entering bill payments and running various reports associated with the billing system.
- Collect and manage bulk mail
- Performing other duties as may be assigned by the Business and Communications Manager or Administrator.

Qualifications:

- High school or GED equivalent education
- Minimum of three (3) years' experience in a business capacity.
- Working knowledge of business programs including billing, accounts receivable, Microsoft Word and Excel
- Ability to effectively communicate in person, via telephone, and through email, with all internal and external customers, public officials, real estate agents, and vendors.
- Ability to learn to operate new equipment when such is installed within the Authority office.
- Ability to lift 20 pounds – primarily associated with periodically moving boxes of billing forms and bulk paper.

This position is located at 501 Durham St. at the Hellertown Borough Authority office. Please submit resumes, via email, to service@hellertownwater.org.

Salary dependent on experience.