



CITY OF BUNNELL

Job Title:	UTILITY BILLING SPECIALIST	Job Category:	Clerical
Department/Group:	Finance	Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:	\$14.16/hour	Position Type:	Full Time, Non-Exempt
HR Contact:	Amy De Vries	Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:			
Internal posting URL:	www.bunnellcity.us		
Applications Accepted By:			
Fax or E-mail: BunnellHR@bunnellcity.us Fax: 386-437-7503 Attention: HR Department		Mail: Human Resources City of Bunnell PO Box 756 Bunnell, FL 32110	
Job Description			
Job Purpose: This position has primary responsibility for accurate billing of Utility Customers. This position reports to the Finance Director.			
Duties: <ul style="list-style-type: none"> · Develops new utility accounts and maintains and audits current accounts · Processes meter readings, billings and customer accounts · Reviews prepared bills prior to mailing to ensure a high degree of accuracy. · Sorts and sends out water/sewer/solid waste bills · Prepares and prints delinquent account report for monthly cut off process · Computes and prints monthly penalty report · Responds to inquiries regarding fees, delinquencies, disconnections, re-reads and general procedural information. · Prepares account adjustments as required and obtain required approvals before processing. · Maintains customer account information in an orderly, efficient manner in order to support actual billings and other activities. · Prepares reports as required · Prepares and review delinquent accounts for collection process and liens, if applicable · Prepares and maintains solid waste work orders and special billings · Maintains files of all assigned functional areas insuring proper State records retention requirements are met. · Performs other duties as needed 			
Skills/Qualifications: High school diploma or General Educational Development (GED) with computer and accounting experience			



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necessary to successfully perform this job.

Working Conditions:

- Work is generally performed while sitting, in an office environment, with a computer and telephone.
- Must be able to lift 25 pounds.

QUALIFICATIONS REQUIRED

- High school diploma or General Educational Development (GED) with computer and accounting experience necessary to successfully perform this job.

The City of Bunnell, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Bunnell, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	