

CITY OF FRUITLAND PARK

**Utility Billing and Finance Clerk**

Requirements include excellent customer service skills, proficiency in: typing, calculator use, and excel, as well as, accounting experience. This is a skilled position that requires attention to detail. It involves processing utility billing, setting up services, terminating services, general billing and all cash receipting utilizing the City's municipal accounting software, reconciliation of accounts receivable, and various clerical and accounting related tasks. Two years of college or equivalent experience. Physical, drug test, and background check. Full time 40 hours per week \$11.75 - \$14.00 / hr.

Apply at City Hall/Finance

506 W. Berckman St.

Fruitland Park

Mon-Fri 8am-4:30pm

DFW EOE