



# JOB OPENING

The City of Vidalia is accepting applications for **Utility Billing Technician**. Position is full-time and has excellent benefits.

**Purpose:** This position performs technical and customer service duties in support of the utility billing operations.

## **Duties:**

- Review and evaluate meter reading data
- Process water, solid waste, and sewer bill payments
- Runs and saves daily reports
- Processes online and bank payments
- Completes billing processes and prepares bills for mailing
- Runs and prepares late notices for mailing
- Responds to email and telephone calls from customers
- Posts end-of-day reports
- Completes work orders
- Processes deposit refunds
- Sets up new water accounts
- Receives tax payments
- Performs related duties

## **Desired Minimum Qualifications:**

- High school diploma or equivalent required
- Two (2) years or more of related experience required
- Any equivalent combination of education and experience
- Must possess a valid state driver's license or have ability to obtain one prior to employment
- Be able to pass city requirement for background check

**In order to be considered**, a City of Vidalia application must be completed and turned in or mailed to Marsha Stone, HR Director City of Vidalia, at 302 East First Street, Suite C, Vidalia, Georgia, 30474 no later than March 8, 2023 at 5 pm.

Application can be located on our website at [www.vidaliaga.gov](http://www.vidaliaga.gov) on the human resources page.

**The City of Vidalia is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.**

Job Type: Full-time

Salary: \$12.23 - \$17.12 per hour

Benefits:

- 401(k)
- AD&D insurance
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid sick time
- Paid time off
- Vision insurance

Physical setting:

- Office

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday

Ability to commute/relocate:

- Vidalia, GA 30474: Reliably commute or planning to relocate before starting work (Required)

Experience:

- Accounting: 1 year (Preferred)
- Microsoft Excel: 1 year (Preferred)

Work Location: In person