

City of Union Point
Posting Date: January 16, 2025

The City of Union Point is currently accepting applications for the position of Utility Billing/Account Receivables Clerk.

Salary: Depending on Experience/Qualifications

This individual is responsible for a wide variety of general and/or specialized billing, clerical, accounting and bookkeeping support functions. Duties include utility billing, accounts receivables for utilities and municipal taxes and other municipal services, providing clerical support services to the office of the City Clerk, including, but not limited to customer service, record maintenance, and animal control administrative assistance. This position requires a level of competency and experience sufficient to understand the multi-taking and diverse functions of the position.

Minimum requirements:

High School Diploma or equivalent
Working knowledge of generally accepted accounting
Computer Skills (Billing and Data Entry Software, Microsoft-Excel, and Microsoft Word)
Effectively communicate and work well with the public
Capable of being a notary public
Possess a valid driver's license with an excellent driver's history
Must have stable employment history
Must be able to perform the essential functions of the job

Benefits:

Medical Insurance
Paid Life Insurance
Retirement/Pension Plan
Deferred Compensation
Paid Vacation and Sick Leave and Holidays

Desired Requirements:

Previous office experience in a busy work setting desirable
Accounting experience preferred
Knowledge of Utility Software

The equivalent of training, education and experience will be considered.

Successful applicants will be required to undergo drug testing & criminal background check.

All applicants must submit an application. You may download an application at www.unionpointga.org.

Applications will be accepted at the City Hall, 107 Scott Street, City of Union Point, Monday through Friday, 8:30 a.m. to 4:00 p.m., or may be mailed to the City of Union Point, P. O. Box 233, Union Point, Georgia 30669.

The City of Union Point is an equal opportunity employer.