



## City of Greenwood – Billing Clerk

<b>Job Title:</b>	Billing Clerk	<b>Job Category:</b>	Non-Exempt
<b>Department/Group:</b>	Finance	<b>Job Code:</b>	
<b>Location:</b>	City Center 300 South Madison Avenue Greenwood, IN 46142	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	Contingent on Experience	<b>Position Type:</b>	Full Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Deputy Controller
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 S. Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	<b>Accountable for all aspects of the Utility billing process.</b> <b>Maintains Utility customer accounts, creates new customer accounts and creates and reconciles financial reporting for City of Greenwood Sanitation.</b>		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Responsible for establishing and maintaining new customer accounts for the City of Greenwood Utilities including Sanitation, Stormwater and Trash.
- Maintains metering and invoicing inventory. Secures and enters usage data into system.
- Tracks billing receipts and follows up as necessary. Develops collection and billing reports as needed.
- Prepares required financial reports and makes journal entries as needed. Performs necessary reconciliations.
- Responsible for preparing title searches, property owner notices and other necessary information to ensure filing and perfections of liens for unpaid fees.
- Files liens on a monthly basis.
- Perform other duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED equivalent.
- **Experience:** Three to five years' experience in utility bookkeeping and research experience with a city/county government a plus.
- **Skills and Abilities:** Proficient in Excel, Word, Power Point and other computer software. Able to interact with customers in a collection setting necessary.
- **Physical:** Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and occasional lifting and carrying objects weighing up to 25lbs.



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<p>By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.</p>	<p>Employee Name Printed: _____</p> <p>Employee Signature: _____</p> <p>Date: _____</p>
<p><b>Approved By:</b></p>	