

## Billing Clerk/Administrative Assistant

### **Billing Clerk/Administrative Assistant**

#### **ABOUT THE POSITION**

The district is seeking applicants to fill the position of Part-time Billing Clerk/Administrative Assistant. It is expected that the position will work 20-25 hours per week with the possibility of additional hours to cover vacations. The business office is open Monday – Thursday from 7:30 am to 4:30 pm and Fridays from 7:30 am to 12:00 pm. The new hire must have exceptional customer service skills, demonstrate attention to detail, be collaborative and willing to do whatever is necessary to fulfill the mission of the district. They will report directly to the Billing Coordinator/Office Manager.

The following describe the essential duties and responsibilities of the position. Other duties may be assigned as needed.

- Assist Billing Coordinator with all aspects of utility billing
- Enter customer payments and prepare bank deposits.
- Resolve customer billing inquiries in office or via phone.
- Prepare collection letters on delinquent accounts including water service shut off and lien notices.
- Prepare Title and Refinance letters.
- Assist with issuing connection/annexation permits.
- Assist General Manager and Plant Superintendent with additional tasks as needed.

#### **EDUCATION/EXPERIENCE/BACKGROUND**

High school diploma is required. Associates degree or higher is preferred. A minimum of two years of professional office experience in a customer service or billing environment. Bi-lingual applicants are encouraged to apply.

#### **Physical Requirements**

The duties of this job are mostly sedentary with most time being spent working at a desk; however, the employee may occasionally be required to stoop, kneel and crouch.

#### **Compensation and Benefits**

The hourly rate for this position is \$20-\$25 per hour depending on experience. Part-time employees of the district participate in the Illinois Municipal Retirement Fund and the district also offers a 457 deferred compensation plan. Part-time employees earn 1 hour of paid time off (PTO) for every 40 hours of work up to a maximum of 40 hours per year of PTO. The district also offers 7 paid holidays.

Please visit our website [www.saltcreeksd.com](http://www.saltcreeksd.com) to download our employment application. To be considered for this position please submit your application, resume, cover letter and a list of three professional references to [info@saltcreeksd.com](mailto:info@saltcreeksd.com). No phone calls please. Applications will be reviewed as they are received, and interviews will be scheduled.

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