

Village of Sauk City

726 Water Street
Sauk City, WI 53583



Position Vacancy for Utility Billing Clerk

The Village of Sauk City is seeking candidates for a full-time Utility Billing Clerk. The Utility Billing Clerk will perform a full range of clerical duties supporting the operation of the municipal government and utilities department. Exceptional clerical, accounting, and customer service skills are required. Experience with accounting practices, utility services, payroll, AP/AR, and bank reconciliation is expected. There are a variety of routine and complex clerical and utility functions including processing monthly meter readings, preparing utility reports, monthly utility bills and past dues, receipting payments, assisting with tax collections, and numerous other duties.

Desired qualifications: High School Diploma or its equivalent required. Associate's or Bachelors Degree in Business preferred. Exceptional written and oral communication skills and strong proficiency with computers, including Microsoft Office Suite. Caselle Clarity software experience desired. Wage range \$18.00 to \$20.00 based on qualifications and an excellent benefit package included. Application packet must include a cover letter, resume and a completed official Village of Sauk City application located on our website at www.saukcity.net. Completed application packets must be received by **Friday, September 18, 2020 at 5:00 p.m.** Please email packet to village@saukcity.net or mail to Sauk City Village Hall at 726 Water Street, Sauk City, WI 53583. Direct any questions to 608-643-3932.