

CURRAN-GARDNER TOWNSHIPS PUBLIC WATER DISTRICT



FULL-TIME BILLING CLERK OPENING

Resumes are being accepted for a full-time billing clerk. The full-time Billing Clerk reports directly to the Business Manager and will work three days per week.

POSITION REQUIREMENTS: The Billing Clerk reports directly to the Business Manager.

EXPERIENCE: Two years of general office or accounting experience. Moderate skills with Microsoft Windows, Office Excel and Word. . Knowledge of CUSI utility billing or other utility billing software a plus.

EDUCATION: High school diploma or GED.

SPECIAL SKILLS: Attention to detail, good communication skills. Microsoft Windows, Office, Word and Excel. . Knowledge of CUSI utility billing or other utility billing software a plus.

Resume maybe mailed to 3384 Hazlett Rd., Springfield, IL 62707 or customerservice@currangardner.com .