

## Utility Billing Clerk

Seeking a professional to fill our Utility Billing Position. Position requires individual to be detailed oriented with the following skills to work within a team oriented job environment:

- Attention to detail and accuracy with critical thinking ability;
- Ability to multi-task while meeting strict deadlines;
- Strong interpersonal, customer relations, written and verbal communication skills; including but not limited to telephone communication.
- Excellent Math Skills;
- Advanced knowledge of Microsoft Excel and Word, as well as, internet savvy;
- Knowledge of Incode software or similar utility billing software required.

Beginning salary ranges from \$38,099 and \$40,819. Must be bondable and pass skills test.

Mail resume and employment applications: City of Nichols Hills Attn: Sherry 6407 Avondale Drive, Nichols Hills, OK 73116. Applications can be delivered to City of Nichols Hills, Municipal Building 6407 Avondale Drive, Nichols Hills, OK 73116 (No e-mails or phone calls please) Deadline for applications: 10/10/17 or until position is filled.