

City of San Augustine - Municipal Billing Specialist

Job description

The City of San Augustine is looking for a competent Municipal Billing Specialist for the Utility Billing Department to undertake a variety of financial and non-financial tasks as well in order to help guarantee the company's billing are processed in a timely manner. You will handle the processing of incoming payments also along with the issuing of necessary paperwork. As you grow and learn City Government, other task could be assigned.

Responsibilities

- Utility Billing Department
- Assume the responsibility of receiving and sorting incoming payments with attention to credibility
- Manage the status of accounts and balances and identify inconsistencies
- Issue and post bills, receipts and invoices
- Check the validity of accounts
- Update accounts receivable database with new accounts or missed payments
- Ensure all clients remain informed on their outstanding debts and deadlines
- Provide solutions to any relative problems of clients
- Write thorough reports on billing activity with clear and reliable data
- Any other duties required within the City Hall offices as needed

Skills

- Proven experience as billing specialist
- Adherence to laws and best practices in regards to dealing with customers and data
- Comfortable dealing with numbers and the processing of financial information
- Excellent knowledge of MS Office (particularly Excel)
- Proficiency in English
- Results-driven and patient
- High degree of attention to detail and trustworthiness

Apply method

- Email - jeaneyse.mosby@cityofsanaugustinetx.gov
- Application located on website -www.cityofsanaugustinetx.gov under Resources

Resume required

- Yes