



Job Opening

Job Title: Billing Clerk

Pay Rate: \$17.17/hr. - \$23.22/hr. (Grade 3-4)
Full-Time Position with Benefits

Department: Administration, City of Craig

Date Posted: March 22, 2022

Position Summary

Under the Finance Director, the Billing Clerk performs and completes the necessary tasks for accurate accounting records in Accounts Receivable and Utility Billing.

Duties & Responsibilities

- Process and generate all monthly, quarterly, and annual billing cycles that include: utilities (water, sewer & garbage), wharfage, moorage, miscellaneous fees, property tax, sales tax, deposits, EMS fees, and property leases.
- Process and file all reports for Accounts Receivable and distribute monthly reports to EMS, Public Works, and Harbor Department.
- Reconcile Accounts Receivable ledger ending balance with all customer aging reports. Reconcile Deposits Payable ledger ending balance with the customer accounts listing. Reconcile ledgers to general ledger accounts.

Qualifications

- Post secondary accounting education preferred.
- Must be prompt and courteous to all customers, have knowledge of office machines including fax, 10-key calculator, and computers.
- Must be detail-oriented, punctual, flexible, able to meet deadlines, and able to multi-task.
- Must be able to pass drug test.

Hours of Work

Nominal work hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.

Applications

Complete job description and application are available at City Hall, 500 Third Street, or online at www.craigak.com. Please submit completed applications to hr@craigak.com, or drop off at City Hall. **Position open until filled.**

The City of Craig is an Equal Opportunity Employer

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