

City of Spring Hill Job Posting Ad

Accounting Clerk – Utility Billing

The City of Spring Hill, Kansas seeks a highly qualified, dynamic professional to oversee accounts receivable for water, sewer and refuse billing. Apply now to be an integral part of the Finance Department and the City of Spring Hill team! We offer excellent comprehensive benefits including 100% City paid medical, dental and vision premiums for the 2024-2025 Plan Year. We also offer other great benefits such as vision care allotment, paid leave, holiday pay, KPERS retirement and a City of Spring Hill Retirement package. Start a great new career with the City of Spring Hill.

Pay, Education & Experience:

High school diploma or equivalent required. Associate degree in Business Administration preferred.

- Starting pay \$24.99 per hour, actual pay depends on experience
- Minimum 1 year of similar or related experience is required. Related experience refers to customer service, account management or billing process management involving the use of analytical skills and problem solving.
- High school diploma or equivalent required. Associate degree in Business Administration preferred.

Brief Description of Duties:

Under the supervision of the Finance Director, the Accounting Clerk Utility Billing is a non-exempt position under FLSA. This position is responsible for the City's accounts receivable for water, sewer and refuse billing including importing and exporting data from handheld meter devices, analyzing meter reads, preparing utility bills, and other duties as assigned by the Finance Director. The Accounting Clerk Utility Billing should possess effective communications, organizational, public relations, analytical, mathematical, accuracy, and problem-solving skills.

- Responsible for overseeing and ensuring the collection of utility receipts, meter readings, accuracy of the billings and accounts receivable.
- Responsible for the maintenance of the utility billing database module including management of module operations. Operates system to look up customer questions and to provide customer service. Ensure account is set up correctly based on applicable utilities (water, sewer, trash). Makes required changes in utility billing database related to water, sewer, trash rates and tax rates.
- Prepares the utility billings mailings, second notices to delinquent accounts, reporting to collection agencies and handling customer inquiries.
- Analyzes each component of the utility billing and meter reading process to reconcile and balance applicable daily and monthly reporting.
- Responsible for reviewing information within all reporting for accuracy.
- Performs necessary audits to utility accounts.
- Responsible for adding, maintaining, and assuring the accuracy of the customer information including name, address, phone information and meter number updates.
- Prepares accurate information for Utility Department personnel to handle readings, disconnect and connect orders and any necessary reports for them to perform their duties.
- Responsible for final bill refunds; nonpayment service interruptions and restoral; payment arrangements and ACH processing; and annual winter sewer consumption re-averaging.
- Provide other City departments with various monthly reports i.e. Aging, Billing Register, Consumption Revenue, Water Protection Fee, Bad Debt and Adjustment Register.
- Follows department policies and procedures in handling customer or vendor disputes, inquiries and requests for information.
- Performs related tasks as required.

Duties, responsibilities, scheduling, shift assignments and work location, may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing.

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Application Process:

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Complete our online application and upload your cover letter and resume at <https://www.springhillks.gov/>.

“The City of Spring Hill, Kansas values an inclusive workforce by providing equal opportunities for all applicants and employees as an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation. All employment decisions at the City of Spring Hill, Kansas are based on operational needs, job requirements and individual qualifications without regard to race, color, sex or gender, gender identity or expression including transgender status, citizenship, religion or creed, age, disability, pregnancy, marital status, sexual orientation, genetic information, ancestry or national origin, military status or service in the military. We will not tolerate discrimination or harassment based on any of these characteristics and encourage applicants of all identities, backgrounds and cultures to apply. All dimensions of diversity in the workplace are welcomed by us and we aim to extend that inclusivity to the partners we work with.”