



The City of Columbus

P.O. Box 87 • Columbus, Texas 78934 • 979-732-2366 • 979-732-8213

JOB TITLE: UTILITY BILLING CLERK
DEPARTMENT: UTILITY
SUPERVISOR: CITY SECRETARY / FINANCE DIRECTOR
SALARY: DEPENDING ON QUALIFICATIONS

OBJECTIVE:

The purpose of this job is to assist customers with connecting and disconnecting utility services, and the collection of utility and permit payments. The employee provides continuous service to the public, which requires tact and courteous communication.

EXAMPLES OF JOB DUTIES:

Open the office and vault for daily operations.
Check night drop for payments.
Process payments from customers.
Process payments for building, electrical, and plumbing permits.
Set up and schedule service orders.
Set up customer utility drafts for pre-noting and payment processing.
Run aging reports and mail out delinquent letters.
Notify and collect liquor license fees.
Process monthly bills, statements, and final bills.
Run multiple reports for review and processing.
Pull in customer utility reads for monthly billing.
Set up and bill bulk water accounts.
Process customer cutoffs for the month.
Manage solid waste accounts with solid waste contractor.
Perform other job related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Must have a high school diploma. Must have basic computer knowledge, office, and cash handling skills. Must be able to deal with the public in person or over the telephone, in a courteous and diplomatic manner.