

Part-time Customer Service/Utility Billing Associate

The City of Owosso is hiring a part-time Customer Service/Utility Billing Associate. Performs routine clerical, secretarial and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping. Assists utility biller as needed with customer account setup and maintenance. Serves as cashier including receipting of utility payments and various other payments, and posting monies to appropriate accounts. Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, filing, accounting and bookkeeping; and two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience. Position will be for a minimum of 6 months. Applications must be returned to the HR Office by 4:30 p.m. on Friday, May 4. Visit our website for more info: <http://www.ci.owosso.mi.us/Departments-Services/Human-Resources#Jobs>. Applications may be submitted by fax 989-725-0526; email to: jessica.unangst@ci.owosso.mi.us; or mail to: City of Owosso, Human Resources, 301 W. Main St., Owosso, MI 48867. The City of Owosso is an Equal Opportunity Employer.