Posted 6-2-23

JOB POSTING

Utility Clerk

The City of Harrah is accepting applications for Utility Clerk.

This person is responsible for clerical work involving the maintenance and review of financial and/or utility billing records. This work involves responsibility for the performance of a variety of moderately complex tasks related to the operation and maintenance of the utility billing system. An employee in this class is engaged in various bookkeeping and finance operations such as handling cash transactions, billing utility customers, and producing reports on the status of utility collections.

MINIMUM QUALIFICATIONS:

- High School diploma or equivalent;
- Must be bondable;
- Knowledge of basic mathematics; make arithmetic computations accurately and rapidly;
- Knowledge of modern office practices, procedures, and operations; considerable knowledge of the principles and practices of bookkeeping;
- Knowledge of City's utility billing policies and practices;
- Knowledge of accounting and financial management concepts;
- Ability to deal with the public in a tactful and courteous manner;
- Ability to maintain an effective working relationship with other employees;
- Knowledge of office equipment including computer, copiers, fax machines;
- Ability to type, enter and retrieve information from a computers;
- Knowledge regarding basic IT and various software programs
- Ability to establish and maintain accurate and understandable filing systems;
- Ability to understand written and oral directions;

Application and detailed job description available at www.cityofharrah.com.

Salary based on experience and education.
Benefits:
Insurances: health, dental, vision, and life
Paid leave: Vacation, Sick, Holiday
Retirement: Oklahoma Municipal Retirement Fund

Please submit the application and signed copy of the job description to City of Harrah, Attn: HR Director 19625 NE 23rd or mail to PO Box 636, Harrah, OK 73045.

Applications accepted until the position has been filled.

Posted 6-2-23

The City of Harrah is a Drug Free EOE.