



Village of Suamico
Utility Billing/Accounts Payable Clerk

Closing Date: 06/25/2021
Position: Utility Billing/Accounts Payable Clerk (Clerk V)
Hourly Wage: \$17.19-\$21.49 per hour, based on qualifications
Benefits: Union Represented, attractive benefit package, WRS pension
Status: Full-Time, (Mon-Fri 8am-4:30pm), no nights or weekends
Summer Hours Memorial Day-Labor Day (Mon-Thu, 7am-4:30pm, Fri 7-11am)
Reports to: Director of Administrative Services

SUMMARY OF JOB

The Utility Billing/Accounts Payable Clerk is responsible for general finance and administrative duties including utility billing and accounting; accounts payable processing; budget management support; tax collections, filings, and payments; and general accounting and financial reporting. This position also serves as a backup to the Deputy Treasurer position. Qualified candidates will have an Associate's degree in a business-related field, three years of experience performing finance-related duties preferably for a utility, government entity, or non-profit; two years of experience providing customer service preferably in a Utilities department; and knowledge of standard Microsoft software applications. Please see the full position description on the village website at www.suamico.org or at the Municipal Services Center located at 12781 Velp Avenue.

The Village of Suamico is a growing, full service community whose rural charm, natural beauty and public amenities have made approximately 13,000 residents happy to call Suamico home. Within the Village, you will find a wide variety of shops and restaurants, excellent public schools, and beautiful community parks. The current Utility Billing/Accounts Payable Clerk is retiring, and we are looking for the best candidate to join our team.

Interested candidates should submit a cover letter, resume and three references to:

Jessica Legois - Director of Administrative Services
Via Email at JessicaL@suamico.org

Or Mail To:
Village of Suamico
ATTN: Jessica Legois
12781 Velp Avenue
Suamico, WI 54313