

Town of White Lake: Utilities/Customer Service Representative

Responsible for activities involved in the establishment and maintenance of customer utility accounts; generation and mailing of utility bills; handling customer inquiries related to issues, preparing and verifying a variety of electronic and manual reports and records; generates work orders; and collects a variety of funds for Town fees and services. Work is characterized by the multiple detailed procedural steps involved in the work, and the required independent knowledge of the utility billing process and computer application. Work is performed under general supervision of the Town Administrator and Finance Director.

Education: Graduation from an accredited high school or GED equivalent, courses in business, accounting or similar field is desired. Special requirements: Valid NCDL and proficiency in Microsoft Word and Excel. Salary Grade 13, Range \$37,893-58,735 plus excellent benefits. Obtain applications at White Lake Town Hall, 1879 White Lake Dr. or at www.whitelakenc.org and return in a sealed envelope to Mary Jo Lennon, CPA Finance Director/Human Resources at 1879 White Lake Dr. PMB 7250, White Lake, NC 28337. Position is open until filled. Equal Opportunity Employer.