

# City of Sumter



## **JOB ANNOUNCEMENT**

### **Billing Clerk Utility Billing**

**Job Purpose:** Processes and prepares customer utility bills to include a variety of tasks related to maintaining customer accounts such as calculating adjustments, processing balance transfers, calculating fees and charges, etc. Provides excellent customer service, primarily by phone; maintains records and follows up on customer service issues or requests.

**Minimum Qualifications:** Associates degree and 2+ years billing/accounting work experience preferred; or any equivalent combination of education, training and experience.

Deadline to Apply: **Open until filled**

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov)  
to:

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150