

City of Sumter



JOB ANNOUNCEMENT

Accounts Control Specialist Utility Finance

(Starting salary based on experience and qualifications.)

Job Purpose: Under general supervision, performs specialized tasks associated with the collection of delinquent customer accounts, unpaid closed customer accounts and water theft accounts. Prepares documentation for court cases that involve issues such as meter tampering and water theft. Performs collection and payment arrangement activities with customers. Reports to Utility Finance Officer Manager.

Minimum Qualifications: High school diploma and three years experience in collections, or any equivalent combination of training and experience. Must be organized and possess excellent follow up skills and have exceptional oral and written communication abilities. Must be proficient with Excel.

Deadline to Apply: Open until filled

Mail resume with cover letter and application from www.sumtersc.gov to:

City of Sumter Human Resources
PO Box 1449
Sumter, SC 29151