

Utility Billing Specialist:

The City of Wood River is looking for a full-time professional for its Finance Department. Bachelor's or Associate's Degree in business, finance or accounting preferred, though will consider candidates with significant relevant experience or education. High School Diploma/GED required. Experience in an administrative office environment including cash-handling duties desired. Position requires representing the City via extensive interaction with the public. Duties and responsibilities include: utility billing, cash receipts, and customer service with the possibility of expanded duties with experience. Candidate must be self-motivated, punctual, courteous, detail-oriented and able to excel in a fast-paced work environment. Must be proficient with Microsoft Outlook, Word and Excel and able to learn other software programs quickly. Salary \$28,000-\$30,000 DOQ. Excellent benefit package including paid health, dental, life insurance, vacation and sick leave, and defined benefit retirement plan. Residency is not required.

Visit <http://www.woodriver.org/EmploymentOpportunities.htm> for a copy of the application. Send completed application and resume to: City of Wood River, Finance Director, 111 North Wood River Ave., Wood River, IL 62095 or jobs@cityofwoodriver.com by 7/5/17. Position will remain open until filled.