

City of Wahoo Utilities will be taking applications for a full time Account Clerk. This position is responsible for administering the city utility billing process through various activities, including but not limited to maintaining customer data and accounts, completing chart of accounts, processing records and payments, sorting and mailing bills, and assisting in the pursuit of delinquent accounts. Other duties include but not limited to: preparing and balancing daily receipts and bank deposits; prepares reminders to customers regarding disconnect notices for utility bills, and preparation of sales tax reports for the utility department.

Pay ranges from \$14.66 to \$20.70 per hour depending on experience and qualifications, plus good working environment and benefits package. All employees with the City of Wahoo Utilities MUST pass all drug tests as required by Federal Regulations. Applications, inquiries, and requests for full position descriptions should be directed to Wahoo Utilities, 605 North Broadway, Wahoo, Nebraska 68066; or phone 402-443-3222; or e-mail barry@wahoo.ne.us. Position open until filled. The City of Wahoo is an equal opportunity employer.