

**CITY OF PERRY, GEORGIA
JOB ANNOUNCEMENT**

POSITION OPENING: 16-02 **Post Dates:** 7/09/15 – 7/22/15

Title: Accounting Technician

Salary Range: \$31,500 - \$48,200

Location: Department of Administration - Customer Service

Term of Appointment: Full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:

Receives, distributes and records monetary transactions for public utilities or other services. May also post data to accounts, balance receipts and disbursements, and prepare bank deposit slips. Processes or forwards to correct department/agency citizen inquiries, concerns, and complaints.

Examples of tasks:

- Assists customers at counter and on telephone.
- Establishes new accounts; accepts deposits and fees and provides information regarding utility system policies, procedures, and charges to customers; issues work orders.
- Enters payment and account data to computer on a daily basis.
- Closes accounts; sends out final bill notices.
- Assists with collecting utility bill payments and processing address changes as needed.
- Processes new residential and commercial accounts, including accepting tap fees, charges, and deposits.
- Assists with preparing utility bills and cut-off notices for mailing.
- Verifies customer and service addresses.
- Dispatches calls to meter readers and other workers.
- Accepts applications and verifies information for senior citizen discounts.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Ability to interact effectively with internal and external customers.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A
CERTIFIED DRUG FREE WORKPLACE**