

Utility Billing, Postal Clerk/Administrative Assistant



The City of Minnetonka Beach is seeking applicants for a Utility Billing, Postal Clerk/Administrative Assistant in an active city hall.

This position is part-time, 35 hrs. per wk, and has pro-rated health, dental and life insurance benefits. Vacation and sick time hours are pro-rated as well. Utility Billing Clerk: Responsible for quarterly utility billing using Banyon Utility Billing program, reporting, payment processing including electronic payments and reconciliation billing reports. Resolve resident questions and meter issues, and schedule meter exchanges with public works. Post Office Duties: general customer service including postage sales, ship packages, sort mail for PO Box customers; prepare financial reports and deposits, order supplies, maintain post office inventory. Administrative Assistant: Customer service including phones and counter, issuing of permits and licenses, and maintain property files. Process City deposits, accounts payable and receivable support and general office duties. Assist with elections and special projects. Minimum Qualifications: Two years general office experience; proficiency in Microsoft Office products (Word, Excel, Outlook); ability to provide excellent customer service by communicating effectively with the public over the telephone and in person. Experience with Banyon Utility Billing system and PSN preferred. Quick Books knowledge desired but not essential. Ability to lift 25 pounds required. Starting Hourly Rate: \$19.08 - \$23.85.

Application and detailed job description available at: www.ci.minnetonka-beach.mn.us.

Applications and resumes will be accepted via email at info@ci.minnetonka-beach.mn.us, via U.S. mail at PO Box 146 Minnetonka Beach, MN 55361.

Application deadline: **July 9, 2021 by 10 a.m.**