

# **UTILITY BILLING ADMINISTRATOR**

**Town of Culpeper**

**Full-Time – Excellent Benefits**

**Salary Range - \$38,649.84 - \$61,839.74**

The Town of Culpeper's Treasurer's Office is seeking qualified applicants for a Utility Billing Administrator. The successful candidate will supervise and coordinate utility billing operations; calculate and prepare utility bills; assist customers with their accounts and billing questions and develop effective solutions; reconcile accounts; adjust accounts for errors; prepare a variety of reports including revenue, consumption, work orders, and meter; serves as backup for customer services representatives; and works with the Information Technology department and software vendor on issues and problems related to utility billing software. Candidate must have the ability to meet and deal courteously with the public, ability to communicate ideas effectively both orally and in writing, ability to create graphs and charts of data in Excel, and knowledge of utility billing procedures.

Any combination of education and experience equivalent to graduation from high school and three to five years' experience in accounting or related field, specifically dealing with recurring billing is required.

Application and position profile are available at [www.culpeperva.gov](http://www.culpeperva.gov). Open until filled.

**EOE**