



Local utility seeks full-time entry-level Office Clerk/Cashier. The successful candidate must be outgoing, energetic, and customer friendly with excellent oral and written communication skills. Responsibilities include but not limited to:

Current Aspects of Job

- 1) Accepting/entering payments (check, credit/debit cards, cash, money order) by walk-in, drive-thru, or phone customers
- 2) Operating an individual cash drawer
- 3) Operate bar code scanning equipment
- 4) Sort, count, wrap coins and currency
- 5) Maintaining a clean work station
- 6) Balancing and making daily deposits
- 7) Process mail and night drop
- 8) Answering the phone in regards to payments, questions, complaints, other issues
- 9) Signing up new customers on Bank Draft
- 10) Preparing letters for bad checks and other customer discrepancies
- 11) Listening to customer complaints
- 12) Assist in billing customers by data entry and organization of bills
- 13) Take in Service Applications for New Customers, Updating Work Orders
- 14) Perform any and all other duties assigned by management

Preferred Skills: Bilingual, Fluent in both English and Spanish

Computer skills: Word, Excel, Outlook

Starting Wages: Based on Qualifications and Experience

Benefits: Paid holidays, vacation and sick days, retirement plan, medical insurance, life insurance, short term disability

Hours of Work: 7am to 4:30 pm M-F (Half Day Off Weekly)