

CUSTOMER SERVICE/BILLING REPRESENTATIVE

Job Summary

- Manages and performs procedures in billing and daily cash.
- Assists customers by phone or in person and receives utility payments.
- Prepares work orders, processes finals, and performs other general clerical duties.
- Issues work orders and set up new customers.
- Handles returned mail, NSF checks, and deposits on accounts.
- Prepares and assists with preparation of various monthly reports.
- Maintains all associated equipment assigned.
- Practices safe work habits following all of District safety policies. Reports any safety hazards and/or violations.
- Assists Office Manager and District Manager as needed.
- Oversees the office in the manager's absence; good attendance is a must.
- Performs all other related duties as assigned.

Minimum Education, Certification, and Experience Requirements

- High school diploma, G.E.D. or vocational training required.
- One to three years experience in a related field required.
- Valid State of Texas Driver's License.
- Notary license preferred or have the ability to obtain

Other

- Position subject to random drug testing and criminal background check
- Must have reliable transportation
- Application available at:
https://southjasperwater.com/documents/1685/Employment_application.pdf - please email to southjasperwater@gmail.com or submit in person
- No phone calls, please.