

# **EMPLOYMENT OPPORTUNITY**

## **Utility Clerk/Administrative Assistant**

### **(City of Elroy):**

Responsible for entering data for accounting, budget reports, billing & collection records, assist with annual audit, produce utility reports, & other clerical duties. Must have organizational skills, the ability to multi-task, attention to details, and the ability to work with minimal supervision. This position requires proficient skills in the following: Microsoft Word and Excel, cash handling, office machines, communication both written and oral, and multi-line telephone. Associate's degree or higher desired (similar experience may substitute for education), accounting and billing experience, familiarity with Public Service Commission guidelines, excellent customer service and computer skills. Salary DOQ plus benefits.

**Send cover letter, resume, and three references to  
Elroy City Hall, 1717 Omaha Street  
by 4:00 PM on 05/20/19. E.O.E.**