



POSITION OPEN

**FINANCE DEPARTMENT
UTILITY BILLING SPECIALIST**

Job Posting Date – September 12, 2023

The City of Conway is seeking a qualified candidate for the position of Utility Billing Specialist. Under general supervision of the Utility Billing Manager, this position will perform a variety of customer billing and accounting functions for City services. This position processes billing account information for City services, including utility customers for both residential and commercial accounts; processes payments, service requests, service charges, adjustments and corrections according to City policies and procedures; assists customers in person, by telephone and internet; performs other duties as assigned and required. The City offers a great work environment and benefit package including South Carolina Public Employee Benefit Authority health and retirement.

Knowledge, Skills and Abilities: Must have general knowledge of standard office practices, procedures, equipment and clerical techniques; understand and work effectively with the utility billing software system.

Minimum Training and Experience: Associate’s degree in accounting, business administration or related field preferred and one (1) to two (2) years of related work experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Entry level pay for this position is \$37,579 (\$18.07 per hour).

Interested persons should submit an application to Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528 or applications@cityofconway.com. Applications may be downloaded from the City’s website at www.cityofconway.com or obtained from Human Resources at 223 Main Street, Conway, SC or the SC Department of Employment & Workforce Center at 200-A Victory Lane, Conway, SC. This position will remain open until filled.

CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER