

Barton Village
Utility Billing Clerk Position

Barton Village is seeking a Utility Billing Clerk for full-time employment. This position works under the direction of the Finance Manager in the primary areas of billing, cash receipts, collections, account maintenance, and customer service.

Qualified candidates should have at minimum a high school diploma or equivalency, general knowledge of municipal and utility operations, knowledge of computer software including Outlook and Microsoft Office Products, and must also successfully clear a criminal background check.

The hourly range is \$18.00 - \$21.00, depending on experience. This position will be open until it is filled. Barton Village is an equal opportunity employer.

For a complete job description, email businessmanager@bartonvt.com . For consideration, please submit a cover letter, resume, and three professional references to Barton Village, PO Box 519, Barton, VT 05822 or email to businessmanager@bartonvt.com .