

Administrative Assistant/Utility Billing Clerk

The town of Montverde is seeking a friendly, energetic person to fill the position of Administrative Assistant/Utility Billing Clerk. This clerical and customer relations position responds to citizens' inquiries and concerns about utility billing and accounts. It is also the first contact for phone calls and walk-ins. This position requires an organized person who will work with limited supervision, perform various accounting functions and accounts payable, and prepare reconciliations for various ledger accounts. This full-time position offers employee-covered health care, retirement, a four-day workweek, and paid PTO. The pay range is \$18.00 to 22.00 per hour. For more information, detailed job description, and application, visit the Montverde website at mymontverde.com.