

Village of Alanson

P.O. Box 425 * Alanson, MI 49706 * 231-548-5431

WANTED

Village of Alanson
Sewer Billing Clerk

Essential Duties:

- Receives and updates information necessary to maintain utility account records and computer-based system.
- Processes the following on an as-needed basis: calculate monthly utility bills, tap-in fees, final utility bills, new account set ups, assess penalties to delinquent accounts in utility billing system.
- Performs data entry for all utility account changes.
- Processes annual certifications on delinquent utility accounts.
- Provides utility data to banks and realtors for property sales.
- Receives and processes utility payments.
- Answer inquiries and provide sewer related documentation.
- Performs all other duties as assigned.

Applications or letters of intent can be submitted to Jennifer Murphy, Village of Alanson Clerk-Treasurer via email at jcarson@villageofalanson.com.

Application period remains open until September 3rd, 2024. Applications will be reviewed at the regular September 2024 (9/9/24) council meeting.

Jennifer Murphy
Village Clerk - Treasurer

The Village of Alanson is an equal opportunity employer and does not discriminate against any employee, job applicant, or contractor on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, gender identity or expression, disability, age, marital status, genetics, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.

This statement applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.