

Position Posting
4/27/2026

Assistant Billing Clerk
Town of Battle Ground

Description

Responsible for customer service and receipts for Battle Ground Utilities. Assist customers with utility accounts, receive and bank utility payments, maintain customer records, record and organize vendor invoices and payments, organize and file utility and town documents.

Skills

Customer service is a priority. Employee must have the ability to interact well with customers, maintain pleasant demeanor, answer questions, research and update information on computer applications, remain calm and respond quickly to an emergency or difficult situation. Tact and confidentiality are critical. Basic skills in Microsoft Excel and Word are essential. Prior experience or training in accounting, bookkeeping, data management and file management is preferred.

Responsibilities

Receive mail and utility payments, write cash receipts, update customer records in the Muni Link system, prepare bank deposits.

Answer customer questions, take phone calls and relay messages, respond to email.

Tasks for processing mail: walk or drive to the post office to collect daily mail, open and sort items by department, update the invoice log.

Process utility payments: organize checks for data processing, verify account data, enter payment batch, create bank deposit, bank cash and post payment batch.

Other duties: process outgoing mail, sort and file documents, proofread text and spreadsheets, other duties for office management and maintenance as assigned.

Hours, Wage

Typical schedule 4 to 6 hours per day, 12-20 hours per week. Pay range is \$15.00 – 17.00 per hour starting wage. Schedule may vary depending on the billing cycle and to coordinate with other employee's schedules.

This position does not have healthcare or retirement benefits.

Work location is 100 College Street in Battle Ground.

Application

Please send a brief resume with references to treasurer@battleground.in.gov or mail to Clerk-Treasurer, PO Box 303, Battle Ground IN 47920.