

City of Adams
Part-Time Billing Clerk

Serve as Utility Clerk by preparing customer bills, keeping records of customer charges and payments. Perform a wide variety of data entry duties, collection of money and various general office procedures. Work as City of Adams Water and Sewer Utility primary contact for customer inquiries. The Billing Clerk will work at the direction of the Street Superintendent.

- Minimum requirements include completion of high school diploma or GED or a combination of training and experience which provides the following knowledge, skills, and abilities.
- Minimum of two years clerical/receptionist experience or equivalent training preferred but not required.
- Valid Wisconsin driver's license
- The City of Adams promotes a drug free work environment through the use of mandatory pre-employment drug testing and an ergonomics test.
- Pass a Background check.

The City offers a competitive wage and benefit package. A complete job description and application are available at the City Municipal Building located at 101 N Main St, Adams, WI 53910 or on the City of Adams website at cityofadamswi.org. Resumes will not be accepted in lieu of applications. Applications will be accepted until May 7, 2025, At 4:00 p.m. For additional information contact the Clerk's Office (608)339-6516. The City of Adams is an Equal Opportunity Employer.