

Accountant – Billing Clerk

Posting Date: December 12th, 2022

Princeton Public Utilities (PPU) is seeking candidates for a full-time Accountant – Billing Clerk. This position is responsible for maintaining customer utility account data, preparing and mailing utility bills, entering utility payment data into the Utility's computer system, preparing reports, assisting with customer inquiries regarding utilities and other programs and services, and other general office duties as needed.

Required: Must be able to communicate effectively both verbally and in writing, have strong math skills and computer aptitude, and show proper respect for, and treatment of, confidential customer information. The individual must have superior organizational skills, possess effective time management skills, and be productive in an environment with regular interruptions.

To be successful in this role, the individual must also be willing to listen, learn, and resolve customer inquiries in a positive and productive way. It is vitally important to show proper respect and treatment of confidential customer information.

Any combination of education and experience with computers, spreadsheets, and customer service. Accounting, customer billing, bookkeeping, and computer background is preferred. A typical way to obtain the knowledge and abilities would be either:

- Associate's degree from a college or technical school in a related field.

Or,

- High school diploma with four to five years of related experience or training.

Other Details: The Accountant – Billing Clerk is part of the PPU Office Team reporting to the office manager and working alongside the Customer Services Representative and Bookkeeper. We have a typical office environment where the work hours are 7:30-4:30 Monday through Thursdays and 7:30 – 3:30 on Friday. As part of the office team, lunches are flexible and staggered with other staff to ensure adequate coverage of the phones and lobby area.

Princeton Public Utilities offers competitive pay with vacation and holidays, health insurance, and PERA (pension) eligibility.

Application Deadline: Reviews will begin December 19th and the position will remain open until filled.

-- Submit a resume and cover letter to --

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