



# *The City of Rincon, GA*

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**Job Title:** Utility & Treasury Clerk  
**Department:** Finance

**Class Code:** Full Time  
**FSLA:** Non-Exempt

## **Job Summary**

The Utility & Treasury Clerk provides excellent customer service and clerical support for the City's utility and treasury functions. This role is responsible for processing utility payments, assisting customers with billing inquiries, and supporting financial and administrative tasks within the Finance Department. If you have strong organizational skills, attention to detail, and enjoy working with the public, we encourage you to apply!

## **Duties and Responsibilities**

- Receive and process utility payments from customers in person, by mail, and electronically.
- Prepare drop box and mail payments for electronic deposit processing.
- Assist in establishing new commercial and residential utility accounts.
- Generate and distribute final notices for non-payment of accounts.
- Prepare service orders for connections, disconnections, and leak checks.
- Maintain and organize utility department records and documentation.
- Process payments for various city departments, including permits, fees, and licenses.
- Sort and distribute citywide mail.
- Answer phone calls and greet visitors, providing accurate information and assistance.
- Offer general administrative support to the Finance Department.
- Perform other related duties as assigned.

## **Knowledge, Skills, and Abilities**

- Proficiency in computers and job-related software programs.
- Strong customer service skills with a professional and friendly demeanor.
- Knowledge of or willingness to learn departmental policies, procedures, and functions, including general knowledge of State of Georgia revenue sources.
- Excellent verbal and written communication skills.
- Ability to handle financial transactions with accuracy and confidentiality.



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## **Minimum Education and Experience**

- High school diploma or equivalent.
- Ability to read, write, and perform basic mathematical calculations at a high school level.

## **Preferred Qualifications**

- Bilingual (English/Spanish) preferred – the ability to communicate fluently in both languages is highly desirable to better serve our diverse community.

## **Contacts**

This position involves regular interaction with:

- Coworkers, contractors, plumbers, developers, and property owners.
- Customers and the general public to exchange information, resolve issues, and provide services.

## **Required Certifications, Licenses, and Skills**

- Must possess and maintain a valid Georgia driver's license.
- Must pass drug screening and background check prior to employment.

## **Supervisory Controls**

- Work is assigned by the Utility & Treasury Manager with general instructions.
- Completed work is reviewed for accuracy and compliance with procedures.

## **Physical Demands & Work Environment**

- Sedentary Work – primarily performed in an office setting.
- May require extended periods of sitting, occasional lifting of items up to 10 pounds, and carrying objects weighing up to 5 pounds.

## **Equal Opportunity & ADA Compliance**

The City of Rincon is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), reasonable accommodations will be provided to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.