

City of Orange City

Position Opening

Accounts Receivable Specialist/Office Assistant

Position Description

Reports to the City Clerk/Office Manager

Provides first line of contact with the public for both Orange City General Government and Municipal

Utilities with emphasis on customer accounts

Five day, forty hour work week - City Office hours 7:00 AM to 4:00 PM

Qualifications

Provide exceptional customer service to community residents

Interpersonal communication skills with staff and with the public – by phone and in person

Highly organized, attention to detail, self-motivated and ability to work with minimal supervision

Aptitude for technology for customer billing, accounts receivable, scheduling, spreadsheets, and word processing

Record keeping, filing, bank deposits, customer accounts, facility schedules and rentals

Ability to work collaboratively with City staff in general government and utilities

Flexibility to assume other office duties as assigned

Previous office experience preferred, AA or BA degree in business or related field beneficial.

Benefits Package

Competitive hourly wage

IPERS Retirement

Wellmark Blue Cross/Blue Shield Health Insurance

Paid vacation, holidays, personal leave, and sick days

To Apply

Complete an on-line application form available at the City of Orange City website.

www.orangecityiowa.com

Attach an updated resume

Applications accepted until position is filled