

# NOW HIRING

## Delta Township Accounting Department



**POSITION:** Account Clerk II (Utility Billing) **SALARY:** \$49,519.41 - \$59,423.72

Under general direction of the Finance Director, performs duties related to the preparation and collection of municipal utility bills, including creating/closing accounts, answering customer questions regarding billing and preparing various reports; create and distribute other miscellaneous accounts receivable invoices, assist customers at both the counter and the telephone; provide support as needed in other areas of the accounting department.

### REQUIREMENTS

- High School Diploma or GED. **Minimum of an Associate's Degree preferred.**
- Knowledge of BS&A software programs including General Ledger is highly desirable.
- Minimum of five years experience working in the accounting field. Cash handling experience preferred.
- Ability to maintain cordial working relationships.
- Requires excellent oral and written communication skills.
- Proficiency with utilizing software such as Microsoft word and excel, or similar software.

### GENERAL DUTIES

- Responds to callers and walk-ins requesting information.
- Perform duties related to the preparation and collection of utility bills
- Create and distribute invoices for general Township receivables
- Assists with other accounting department activities as needed

### QUALIFICATIONS

- Ability to communicate with the public.
- Ability to establish working relationships with employees, supervisors, contractors, owners and the general public.
- Ability to maintain department files and records in accordance with federal, state, and local statutes.

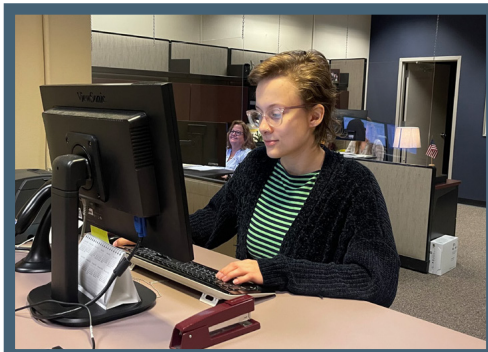
### BENEFITS

- Blue Cross Blue Shield health insurance coverage with a Township H.S.A. contribution up to \$1,800.
- Health Insurance opt out of \$3,500.
- Retiree Health Insurance
- Longevity Payments beginning at 5 years.
- Paid holidays and accrued vacation and sick leave
- Dental, life insurance, disability insurance available

### APPLY

Qualified candidates should apply by submitting a cover letter and resume, to Kyla Moore by email at [kmoores@deltami.gov](mailto:kmoores@deltami.gov), via mail to 7710 W. Saginaw Hwy., Lansing, MI 48917 or fax to 517-327-1703.

**First Review of Applications March 3, 2023 | Open Until Filled**



### EQUAL EMPLOYMENT OPPORTUNITY

An inclusive and welcoming environment is our first priority. Delta Township is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff. Delta Township strongly encourages applications from minorities and women. It is the policy of Delta Township not to discriminate against because of actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, source of income, familial status, sexual orientation, or gender identity/expression.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Reed, Township Manager, 7710 W. Saginaw Hwy., Lansing, MI 48917 or at (517) 323-8590.