

PUBLIC NOTICE

Village of Newberry Water & Light Board

The Village of Newberry is seeking a Full-Time Water & Light Office Clerk. Applicants must have: a strong bookkeeping, accounting, and clerical background with excellent written and oral communication skills; good typing ability and experience with various office equipment; good spelling and punctuation skills; experience with and an ability to learn computer programs including custom software, spreadsheets and databases is essential. Must be able to provide customer service over phone, email, and in-person. Must be proficient in Microsoft Word and Excel. This is a union position.

A full job description and application may be obtained online at www.villageofnewberry.com or in person at the Village of Newberry Office, during normal business hours. Please submit a resume with your application via email to awatkins@newberrymi.gov or submit in person or via mail to Allison Watkins, 302 E. McMillan Avenue. Applications will be accepted and reviewed on a rolling basis. Position is open until filled. The Village of Newberry is an equal opportunity employer.

Continue to page 2 for full job description.

Position Title: Office Clerical (FULL TIME)
Reports to: Water and Light Superintendent
Effective Date: Established Position
Job Classification: Non-exempt

General Job

Summary: Provide utility administration, bookkeeping, clerical, reception and Support services in accordance with the goals and objectives of the employer.

Responsibilities

To include:

- To provide utility administration services, including preparation of billing statements, recording and verification of receipts, customer account setup and maintenance, report generation, data entry, delinquency tracking and related activities.
- To provide bookkeeping, accounts payable, receivable and payroll services including maintenance of all administrative and financial records; processing of all payments and receipts, vouchers and checks.
- To provide clerical services including set up, maintenance and purging of organizational records, files, budgets, minutes and other data. Prepare minutes, agendas and meeting notices; set up accounts and purchase office supplies and equipment as needed and approved by the Village Manager.
- To provide receptionist services including answering telephone, customer services at the front counter, sorting and delivering mail.
- Maintain neat and orderly work area. Assist in routine maintenance of the office.
- Serve as support and backup to other administrative employees.

-----OTHER DUTIES AS NECESSARY-----

Required

Qualifications: The person shall have a successful bookkeeping and clerical background with excellent written and oral communications skills, good typing ability and experience with various office equipment. Good spelling and punctuation skills are required. Skills and abilities to be verified via a qualification examination. Past experience with and an ability to learn computer programs including custom software, spreadsheets and databases, is essential. The individual must have the ability to follow-up with details and complete assigned activities without close supervision.

Desired

Qualifications: The minimum education requirement is a high school diploma or equivalent. Further education is preferred.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The individual may be requested to perform job-related responsibilities and tasks other than those stated in this job description.