

## Utility Billing Specialist/Building & Zoning Administrative Support

The City of Wood River is looking for a full-time professional for its Finance/Building & Zoning Department. Bachelor's or associate's degree in business, finance or accounting preferred, though will consider candidates with significant relevant experience or education. High School Diploma/GED required. Experience in an administrative office environment including cash-handling duties desired. Position requires representing the city via extensive interaction with the public. Duties and responsibilities include: utility billing, cash receipts, customer service and data entry/analyzation. Additional job responsibilities will include being the secondary point of contact for Building and Zoning and helping to support the Building & Zoning Administrative Assistant. Candidate must be self-motivated, able to meet strict deadlines, prioritize workflow, be punctual, courteous, detail oriented and able to excel in a fast-paced work environment. Must be proficient with Microsoft Outlook, Word, and Excel and able to learn other software programs quickly. Salary \$36,000-\$38,000 DOQ. Excellent benefit package including 100% employee paid health, dental, life insurance, generous vacation and sick leave, and defined benefit retirement plan in IMRF. Residency is not required.

Visit <http://www.woodriver.org/EmploymentOpportunities/EmploymentOpportunities.htm> for a copy of the application. Send completed application and resume to: City of Wood River, Finance Director, 111 North Wood River Ave., Wood River, IL 62095 or [jobs@cityofwoodriver.com](mailto:jobs@cityofwoodriver.com) by 11/30/21. Position will remain open until filled.