

Billing Clerk Position

Rising Sun Municipal Utilities is accepting applications for an entry level Billing Clerk. The Utilities are looking for a dedicated, hardworking team member. A person with good work ethics and detailed oriented. The applicant must be able to work with the public and with other employees within all departments of the City of Rising Sun and Rising Sun Municipal Utilities. The applicant must have a detailed understanding of basic accounting and bookkeeping procedures, knowledge of Microsoft Word and Excel, the ability to operate all office equipment. The ability to learn utility policies & procedures, ordinances and guidelines that pertain to the utilities. Salary and Benefits are set by the Utility Service Board. The chosen applicant will be expected to pass a back-ground check and drug screening. Applications can be picked up at the Rising Sun Municipal Utilities, 200 N. Walnut Street, Rising Sun, IN 47040. Resumes can be mailed to the attention of Superintendent, P O Box 38, Rising Sun IN 47040. Deadline to have applications/resumes submitted is 5 p.m., September 17, 2021. The Rising Sun Municipal Utilities is an Equal Opportunity Employer.