

Northeast Sammamish Sewer and Water District

Utility Billing Specialist

NE Sammamish Sewer and Water District is currently accepting applications for an experienced Billing Specialist. The Billing Specialist is responsible for accurate and timely customer billing, regular maintenance of recurring billing accounts, and the general integrity of data in our systems.

The following is a list of general job responsibilities for the position of Billing Specialist. This list is not all-inclusive and may be broadened or changed to meet changing business needs.

- Billing customer accounts
- Posting cash receipts
- Prepare daily deposit
- Account adjustments
- Customer service for walk-in and phone customers
- Maintain customer records
- Draft and send collection letters
- Filing
- Load laptop device for meter reading technician
- Order supplies

Qualifications:

- Fluent in English
- Previous billing experience is preferred
- Proficient in MS Excel and Word
- Good phone and in-person communication skills
- Excellent writing and communication skills
- Ability to prioritize workflow, manage time effectively and meet billing deadlines
- Knowledge of Impresa Billing software a plus
- High School Diploma

Position is Full time, 40 hours per week: 7:30 am – 4:00 pm.

Hourly \$35 - \$50 depending upon experience.

Excellent Benefit Package including full family medical, dental and vision coverage. The District pays 100% of the insurance premiums for each of these for its eligible employees and dependents. Employer paid Short- and Long-Term Disability insurance plans. The District provides a basic employer paid \$50,000 "term" Life and AD & D insurance for all benefit eligible employees

Health Reimbursement Account through VEBA.

Employee Assistance Program

The District offers thirteen (13) paid holidays per calendar year.

Regular full-time employees accrue 8 hours of sick leave benefits each calendar month up to 1000 hours.

Regular full-time employees accrue vacation at 8 hours a month. Vacation may be used after the successful completion of a six-month introductory period. The amount of vacation increases with longevity.

Northeast Sammamish Sewer and Water District

The District is a member of the Washington State Department of Retirement Systems Public Employees Retirement System (PERS). Eligible employees also have the option to participate in the Washington State Department of Retirement Systems Deferred Compensation Program (DCP)

We are a Drug Free Workplace and Equal Opportunity Employer.

Please email resume to tanya@nesswd.org