



## Town of Vienna, Virginia

**Customer Service Specialist II or III-Water & Sewer Billing and Customer Service (Full-Time) - Town of Vienna, VA (DOQ):** Join our Vienna Team! The Town of Vienna is a vibrant community in Fairfax County, about 15 miles west of Washington, DC. We are seeking a Fiscal Technician to complete our two person team who is eager to work in a fast paced environment and provide quality customer service to our residents as well as a variety of billing and financial tasks. The successful candidate will have the ability to handle customer contact received by telephone, in writing and in person to assist with general inquiries, troubleshooting and follow ups with town residents. Additional duties include preparing water and sewer bills; coordinating data collection with meter reading department, directing the bill creation process and completing various financial worksheets. The ideal candidate is a team player who will work to make the resident's experience a positive one and possesses excellent verbal and written communication skills. Associate degree in Business, Office Management Technology or related field and at least two years related experience is required. Bachelor's degree and three years related experience required for level III. View complete description, salary, and apply online at [www.governmentjobs.com/careers/vienna](http://www.governmentjobs.com/careers/vienna). Closing Date:1/22/23. EOE