



City of Fredericksburg, Virginia

VACANCY ANNOUNCEMENT
UTILITY BILLING SPECIALIST (Department of Finance – Utility Billing)
Starting Salary: \$37,921 DOQ

The City of Fredericksburg is seeking qualified candidates to fill the position of Utility Billing Specialist within the Finance Department. This position will perform a variety of activities associated with the timely preparation of monthly utility bills for water, sanitary sewer, and refuse collection charges. The position assists with scheduling meter readings and accepting the data into the City's utility billing system along with preparing reports and analyzing data from the system. The position assists customers on a daily basis with new enrollment, account changes, final billing, and customer service related transactions. Exceptional customer service skills are required.

High school diploma or GED equivalent is required with emphasis on computer skills and preferred prior utility billing clerical experience. Experience with Tyler Munis preferred. Driving record, credit, and criminal background checks required.

Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to [City's Core Values](#). The City is a member of the Virginia Retirement System and offers competitive health insurance and leave benefits.

While the position is open until filled, completed City Applications and resumes should be submitted before the close of business on **Friday September 9, 2022**.

Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: www.fredericksburgva.gov

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