

Help Wanted: Utility Billing / Accounts Payable Clerk, City of Woodville

We're looking for a dedicated and detail-oriented person to join our team, someone who is highly organized and good with numbers. This entry level position includes the opportunity for advancement.

Essential Duties & Responsibilities:

UTILITY BILLING

- **Customer Service:** Answer inquiries, address complaints, and assist residents in person, over the phone, or via email with daily requests.
- **Billing & Metering:** Review meter readings for accuracy and high use issues, upload/input data into billing software, generate monthly statements, and mail or email bills.
- **Disconnections:** Issue late notices, generate cut-off lists, and coordinate service shut-offs for non-payment.
- **Teamwork:** Assist Utility Billing Clerk during high traffic customer interactions. Process customer payments (cash, check, credit, online), generate work orders, handle new utility service applications, account transfers, and daily closeout processes.

ACCOUNTS PAYABLE

- **Invoice Processing:** Review, verify, and process vendor invoices, expense reports, and payment requests for accuracy and proper authorization.
- **Three-Way Matching:** Match invoices to purchase orders and receiving documents to resolve pricing or quantity discrepancies
- **Payment Execution:** Schedule and execute payments via checks, ACH, and wire transfers, ensuring all terms are met to avoid late fees.
- **Account Reconciliation:** Reconcile monthly vendor statements, investigate outstanding balances, and resolve payment variances.
- **Vendor Communication:** Act as the primary point of contact for vendor inquiries regarding payment status and billing disputes.
- **Record Keeping:** Maintain organized, audit-ready physical and digital records of invoices, payments, and tax documents (e.g., W-9s, 1099s).
- **Month-End / Fiscal Year-End Support:** Assist the accounting team with month-end closing activities, including Accounts Payable accruals and General Ledger adjustments.

Qualifications:

- **Education:** High school diploma or equivalent.
- **Education:** 1-3 Years experience in general bookkeeping and accounts payable.
 - Prior experience in customer service or utility billing a plus.
- **Math & Tech Skills:** Strong skills with office equipment and office software (e.g. Microsoft Word, Excel). Experience with Tyler Technologies INCODE or ERP 10 municipal software is highly desirable.
 - Ability to handle cash and reconcile accounts accurately.
- **Soft Skills:** Excellent verbal/written communication skills and strong problem-solving abilities for dispute resolution.

Physical Requirements:

- Work is primarily sedentary and performed in an indoor office environment.
- Requires the ability to operate standard office equipment, view terminal screens for extended periods, and occasionally lift/move up to 25 pounds

Benefits:

- Competitive hourly pay with the opportunity for advancement.
- Health, Dental Insurance
- Paid Time Off & Paid Holidays.
- Retirement Match x2.

Call to Action:

Applications available at Woodville City Hall, 400 West Bluff, Woodville, Texas or online at <https://www.woodville-tx.gov/employment>. Return completed applications to City Hall or email to danita@woodville-tx.gov
