



Utility Billing/Administrative Assistant Village of Bellevue, Brown County, Wisconsin

A progressive community located within the Green Bay Metropolitan Area, the Village of Bellevue is one of Brown County's fastest growing municipalities with a population of approximately 15,400 residents. We are seeking a motivated and ambitious individual for our team driven organization that has a passion for public service and serving our customers.

The Utility Billing/Administrative Assistant role in our organization is critical to our success and this position is reliant on teamwork as the Village utilizes two full-time employees to carry out duties as provided in the job description. Primary functions of this position are to serve as the first point of contact for our customers at the Village Office and on the phone; provide utility billing issuance and processing; maintain the records as necessary of the Village's utilities; and provide administrative assistance to Department Directors. Requires working in a fast-paced office, maintaining attention to detail, while utilizing a variety of skills and software.

High school diploma or equivalent required along with a minimum two years experience performing administrative, receptionist, or clerical duties in a setting requiring the implementation of a variety of duties or assignments. An associate degree in accounting, finance, administrative or related field with experience working as a Utility Billing Clerk, Accountant, or similar type position with finance, accounts billable or accounting experience is highly desired. Experience with a local municipal government is also preferred.

Hourly wage range: \$16.00 - \$24.00 DOQ. This is an hourly full-time position eligible for the full Village benefits package. For more information about the Village of Bellevue and to view a complete job description, see our website at www.villageofbellevue.org. Send cover letter and resume with at least three professional references and wage history to employment@villageofbellevue.org or mail to Village of Bellevue, Attn: Human Resources, 2828 Allouez Ave, Green Bay, WI 54311. Position open until filled. First review of applications occurring on October 13.