

CITY OF PORT HEIDEN

PO BOX 49050

PORT HEIDEN, AK 99549

(907) 837-2209

city.porthaiden@gmail.com

JOB POSTING

Position: Port Heiden City Office Utilities Clerk

Hours: Monday- Friday, 9am-3pm

Pay Rate: Starting at \$25/hour

Job Summary:

- Maintain utility customer files and accounts
- Receive utility customer payments
- Enter data into accounting systems
- Prepare/send utility customer bills
- Initial contact with public
- Initial contact with utility customers
- Post notice of meetings with agendas
- Maintain record of meeting minutes
- Administer City Elections
- Manage incoming/outgoing mail
- Maintain vendor files
- Submit banking deposits
- Operate and abide by Port Heiden City ordinances and bylaws
- Take oaths, affirmations, and acknowledgments as necessary

Qualifications

- High school graduate or equivalent
- Must be bondable
- Should have general office skills and a basic understanding of accounting procedures
- Previous experience preferred

APPLICATIONS AVAILABLE AT CITY OF PORT HEIDEN OFFICE PLEASE SUBMIT APPLICATION OR RESUME TO CITY OFFICE

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PHONE: (907)837-2209