

Town of Exeter  
Exeter, NH 03833

# JOB VACANCY

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**Date of Notice:** February 12, 2020

**Position:** **Water & Sewer Utilities Clerk**

**Pay Range:** \$17.44 to \$24.04/Hour (14 Step pay plan) + excellent benefits

Town application and resume may be emailed to: [mberube@exeternh.gov](mailto:mberube@exeternh.gov)

The Town of Exeter is currently seeking a full time Water & Sewer Utilities Clerk.

General Duties: Reads water meters, schedules final reads, calculates and prepares final bills. Sets up water and/or sewer accounts, coordinates water/sewer billing, printing and mailing, proofs bills prior to mailing. Maintains ratepayer water/sewer accounts (usage, billing & payment histories) website. Reviews abatement requests, prepares application and does follow-up and decision notification. Tracks and coordinates grease interceptor inspections and backflow device testing, adds charges to water/sewer bills. Coordinates with Water/Sewer Distribution & Collection Technician for water shut off/turn on, meter replacements, leak checks and scheduling. This position reports to the Water/Sewer Manager.

Qualifications: Ideal candidate will have a working knowledge of office procedures, practices, equipment and software programs, including Microsoft Office. Duties require knowledge and experience in general accounting. Must possess strong customer service skills with the ability to work with the general public in a respectful manner. Experience with municipal accounting software preferred. Must have valid driving license with clean record. And must pass a pre-employment physical and drug and alcohol test.

*The Town of Exeter is an equal opportunity employer and does not discriminate based on race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, marital status, sexual orientation, age, veteran status, sex or any other category protected by law.*