

The Noank Fire District is looking to hire a Water Department Clerk.

Job Title: Water Billing Specialist

Organization: Noank Fire District

Reports to: Noank Fire District Board (Noank Water Department)

Employment Type: Part Time

The Water Billing Specialist is responsible for managing all aspects of customer water billing for a small water district. This role ensures accurate maintenance of water accounts to include timely billing, payment collection, responsive customer service while maintaining compliance with district policies.

Key Responsibilities

- Process monthly/quarterly customer billing
- Verify billing accuracy, resolve discrepancies, and adjust accounts as needed
- Post payments (mail, credit card and on occasion in person) and balance payments with deposits.
- Manage delinquent accounts, late notices, and payment arrangements.
- Respond to customer inquiries regarding billing/payments
- Set up new service accounts and close accounts for property transfers.
- Maintain accurate customer records and billing data
- Coordinate with Water Superintendent regarding service issues related to customer accounts and shut-offs
- Prepare billing reports and aging reports for board meetings as requested
- Support general administrative duties as needed (Follow up on inquiries related to the Water Department).

Hourly Rate to be determined.

Please email noankfiredistrict@gmail.com if you are interested and include a resume.

Thank you.