



CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Utility Billing Supervisor (EXEMPT)	EEOC Occupation Classification: Administrative Support	Public Utilities Job No. 1577	Salary Range: *D.O.E.	Deadline: Open Until Filled
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JOB SUMMARY:

Coordinates the work of the utility billing division including that of cashiers and meter readers. Prepares schedules, compiles data and provides financial reports for the city’s annual audit. Performs the fiscal year end closing of accounts in the automated accounting system. Prepares, posts, and reconciles on a daily basis all bank deposits and the monthly report for Allied Waste. Interacts with the department’s utility billing customers to provide information in order to resolve any questions or concerns. Works with the department’s meter readers to improve the efficiency of the meter reading process and the input of data improve the efficiency of the overall billing and collections operation. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Public Utilities Director

Qualifications: High School Diploma or equivalent with three to five (3-5) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Cashier/Billing experience and cash handling policies preferred. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or unformed persons. Employee may be required to work beyond normal shift hours at nights and/or weekends, holidays, and whenever needed on any rotating shift in response to emergency situations.

Special Requirements: A valid Texas Drivers License is required. Proficient in both Spanish and English preferred but not required.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:
City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:
(956) 968-3181
Or Visit Our Web Site: www.weslacotx.gov
Email: hro@weslacotx.gov

***Depending on Experience**

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