



JOB ANNOUNCEMENT

UTILITY BILLING CLERK

The City of Gunnison is seeking a qualified individual to fill a full-time Utility Billing Clerk position.

This position performs utility billing processes, including the preparation of utility billing statements, and resolves customer account issues. The position also serves as a customer cashier and primary customer service representative for the Finance Department.

The City of Gunnison offers a competitive benefit program which initially includes three weeks of paid vacation, twelve days of paid sick leave and twelve paid holidays. 5% of the employee's gross pay is matched by the City in a defined contribution retirement program. The City pays 75% of health insurance premiums for the employee and dependents, offers free access to doctors at any time via its Teledoc program, provides an Employee Assistance Program for free counseling, legal and financial assistance and offers a free membership to the City's Community Center.

The starting salary range for this position is \$39,100 to \$46,000 per year plus benefits, based on qualifications. The position will be open until filled and the first review of applications will be December 14, 2018.

Visit the City's website at www.GunnisonCO.gov/HR or the Finance Department at 201 W. Virginia Ave., P.O. Box 239, Gunnison, CO 81230 to apply or for more information.