



Village Office

151 Pearson Street · PO Box 8 · Elberta, Michigan 49628-0008

Phone: (231) 352-7201 · Fax: (231) 352-4033

UTILITY BILLING CLERK

Village of Elberta

The Village of Elberta is seeking a detail-oriented Utility Billing Clerk to manage utility accounts, billing, customer service, payments, deposits, meter records, and related administrative duties. Strong computer, communication, and organizational skills required. Experience in office administration, finance, bookkeeping, or utility billing preferred. BS&A experience a plus. Valid Michigan driver's license required.

To apply, submit a resume and cover letter to Village of Elberta, PO BOX 8 Elberta, Mi. 49628 or

clerk@villageofelberta.com

Questions? Call the office at
231-352-7201