

NOTICE

The City of Newton Falls is accepting applications for a full-time Utility Billing Administrator. This is a supervisory position, appointed by the City Manager, and working under the direction of the Finance Director. This position is responsible for daily collections of utility bills and must possess excellent communication and public relation skills. Candidates must be proficient in accounting, bookkeeping and customer service. Salary starting at \$21.00 plus benefits. Resumes will be accepted until December 14, 2018 at 2:00 p.m. in the City Manager's Office, 19 North Canal Street, Newton Falls, Ohio 44444 or by e-mail to cityclerk@ci.newtonfalls.oh.us . Drug Free Workplace and EOE.