

Village of Milan -Utility Clerk – apply by October 15th

The Village of Milan is seeking a full-time Utility Clerk to work closely with the Village Administrator, Administrative Supervisor and staff. Oversee monthly utility billings and payments of electric, water, and sewer of the Village. Primary responsibilities include processing utility billing, collect and monitor payments, assist customers, answer phones and direct calls to various departments, filing, records and other related duties as deemed necessary. Candidates with knowledge of bookkeeping, accounts receivable, collections and utilities will be given primary consideration. Please visit our website at www.milano.ohio.gov to review the essential job duties and education requirements or contact Village Administrator Brian Rospert at 419-499-4161 Ext. 3 or by email at brospert@milano.ohio.gov. This position will be open until filled. The Village of Milan is an Equal Opportunity Employer. Submit resume by 4:00PM on October 15th.