

## **Part-Time Sewer Billing Clerk/Receptionist**

Lower Gwynedd Township (Pop. 11,405), a Township of the Second Class in Montgomery County, PA is seeking applications for a Sewer Billing Clerk/Receptionist. This part-time position (27.5 hrs/wk-9:30am-3pm) will be responsible for processing sewer bills, the collection of sewer payments, data entry including water meter readings and cash receipts, general maintenance of sewer database including updating customer accounts as needed, preparing reports, issuing sewer certifications to title companies, and providing back-up telephone support and general administrative duties as directed. The ideal candidate will have experience in municipal government along with strong organizational, interpersonal and communication skills. Previous accounts receivable or collection experience preferred. Starting salary: \$17.00/hour. Please submit all applications with resumes to Jamie Worman, Assistant Township Manager, P.O. Box 625, Spring House, PA 19477 or e-mail [jworman@lowergwynedd.org](mailto:jworman@lowergwynedd.org) no later than **January 27, 2017**.