

CITY OF HARDIN
VACANCY ANNOUNCEMENT
Utility Billing Clerk / Cashier

PRIMARY OBJECTIVE OF POSITION: Under general supervision handles all phases of the utility billing and collection process; provides essential customer service. Collects and receipts utility and other monies received by the city. Answers citizens questions at walk-up window. Assists public works department.

NATURE OF WORK: Responsible for computerized utility billing process, including water, sewer and landfill billing, computes and mails customer billings, maintains customer deposits, and refunds of deposits, manages utility accounts receivable, sending late letters, coordinating payment arrangements and shut-offs, coordinates with field personnel for meter readings, issues department work orders to field employees, including utility locates, serves as cashier, including receipting of utility payments and various other payments; codes receipts properly for accounting and reporting purposes, prepares bank deposits, prepares manual invoices and monitors the receipt of said account receivable, enters invoices and monitors the payment of said account payable, provides support services to the Public Works Director, Building Inspector and City Finance, may prepare maps and issue simple building permits, may assist in managing a GIS database, may provide technical computer assistance, assists other departments as assigned, and performs a variety of other clerical duties as assigned, including being back-up receptionist

JOB KNOWLEDGE, SKILLS AND ABILITIES: Ability to perform clerical, customer service and accounting functions associated with utility billing and collections. Possess the ability to use various office machines including computers and cash register. Have skills necessary to balance and prepare bank deposits. Requires basic knowledge of public administration and government accounting, including enterprise funds. Must be able to communicate effectively, both in writing and orally. Needs the ability to understand, interpret, and articulate the statutory requirements of the job.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Any combination of education equivalent to High School Graduation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.

Entry Level Salary: \$19.01 -22.38 per hour DOE

Benefits Include: Holiday, Sick, Vacation, Health/Dental/Vision, and Retirement

Application Closing Date: Friday, January 16, 2026 at 3:00 p.m.

Required Application Materials and Forms: Completed City of Hardin Job Application

Hours: This is a Full – time position; 40 hours per week. Union position available.

APPLICATIONS available:

City of Hardin

406 N Cheyenne

Hardin MT 59034

(406) 665-9260 Ext. 104 Or <http://www.hardinmt.com/Wanted.html>

Complete job description available upon request.

EOE and Drug and Alcohol-Free workplace. Pre-Employment Drug testing is required.

Applicant is Subject to a Background Check.

CITY OF HARDIN

POSITION: Utility Billing Clerk/Cashier

ACCOUNTABLE TO: Public Works Director

PRIMARY OBJECTIVE OF THE POSITION:

Under general supervision handles all phases of the utility billing and collection process; provides essential customer service. Collects and receipts utility and other monies received by the city. Answers citizens questions at walk-up window. Assists public works department.

NATURE OF WORK:

- Responsible for computerized utility billing process, including water, sewer and landfill billing
- Computes and mails customer billings
- Maintains customer deposits, and refunds of deposits
- Manages utility accounts receivable, sending late letters, coordinating payment arrangements and shut-offs
- Coordinates with field personnel for meter readings
- Issues department work orders to field employees, including utility locates
- Serves as cashier, including receipting of utility payments and various other payments; codes receipts properly for accounting and reporting purposes
- Prepares bank deposits
- Prepares manual invoices and monitors the receipt of said account receivable
- Enters invoices and monitors the payment of said account payable
- Provides support services to the Public Works Director, Building Inspector and City Finance
- May prepare maps and issue simple building permits
- May assist in managing a GIS database
- May provide technical computer assistance
- Assists other departments as assigned
- Performs a variety of other clerical duties as assigned, including being back-up receptionist

JOB KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform clerical, customer service and accounting functions associated with utility billing and collections. Possess the ability to use various office machines including computers and cash register. Have skills necessary to balance and prepare bank deposits. Requires basic knowledge of public administration and government accounting, including enterprise funds. Must be able to communicate effectively, both in writing and orally. Needs the ability to understand, interpret, and articulate the statutory requirements of the job.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Physical demands are limited involving sitting and standing numerous times throughout the day. May be required to lift up to 30 pounds.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

Any combination of education equivalent to High School Graduation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. Will perform such other assignments as may be directed in the day to day operations of the City.