

# JOB ANNOUNCEMENT OPEN

## CITY OF ABBEVILLE MUNICIPAL EMPLOYEES CIVIL SERVICE

101 N. State Street  
Abbeville, Louisiana 70510  
(337) 898-4222

**DEADLINE FOR RECEIPT OF APPLICATION: September 6, 2025 @ noon**

<u>POSITION TITLE</u>	<u>DEPARTMENT</u>	<u>Class/Range</u>
<b><i>Billing Specialist</i></b>	<b><i>Central Office</i></b>	<b>1203/8</b>
Applicable hours worked over the 40-hour workweek are paid at overtime rates in accordance with Federal guidelines.		

### Nature of Work

This clerical position involves accounting and financial work related to specialized utility billing. Responsibilities include processing bank drafts, delinquent notices, monthly bills, payments, adjustments, and fees; maintaining accurate account records; resolving billing issues; coordinating with assistance programs; and ensuring compliance with municipal policies. Provides professional customer service, prepares reports, and may serve as backup for utility billing operations in the supervisor's absence.

### ILLUSTRATIVE EXAMPLES OF WORK

- Prepares monthly utility bills by loading and verifying meter readings, processing re-read requests, and correcting for faulty meters.
- Investigates and resolves customer billing inquiries or complaints using account records and supporting documentation.
- Requires availability to work during emergencies, including after hours, on holidays, and in extreme weather conditions. Occasional after-hours calls may be necessary.

### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Strong knowledge of municipal utility billing procedures, ordinances, and regulations.
- Knowledge of basic accounting and bookkeeping principles related to utility billing.
- Skill in handling and reconciling cash, checks, electronic payments, and adjustments.
- Proficiency with utility billing software, payment processing systems, and standard office applications.
- Ability to research and resolve account issues accurately and in compliance with policy.

### GENERAL INFORMATION

#### HOW TO APP

Applications can be secured at City Hall Municipal Civil Service Office 101 N. State Street and [Civil Service Human Resources – City of Abbeville](#)

### DESIRABLE EDUCATION AND EXPERIENCE

High school diploma or GED with at least two years of experience in utility billing, customer service, and administrative support in a similar setting; or an equivalent combination of education, training, and experience. College-level coursework or formal training in accounting, business administration, or a related field is preferred and may substitute for some experience if directly related to the duties described.

Advanced knowledge of computer operations, including utility billing software, payment processing systems, spreadsheets, and database is preferable.

**Issued August 2025**

**Announcement #P91**

The summary below highlights the primary duties of the position. A complete and detailed list of responsibilities will be provided to applicants during the selection process and finalized upon Civil Service Board approval.

