

Billing Supervisor

Lake County Department of Utilities is accepting resumes for the position of Billing Supervisor. Qualified candidate will perform diverse account clerk/management duties with the ability to apply a thorough knowledge of customer service, billing applications and accounting principles while communicating effectively (verbally and in written correspondence) with customers and co-workers. Responsibilities include: Assist in overseeing the billing operations, provide guidance and solutions to staff regarding account issues, promote teamwork and organizational focus, develop employees in performance standards and company policies, demonstrate strategic planning, analytical thinking, problem solving, and decision making abilities. The applicant must possess strong multi-tasking skills, be detail oriented, and able to work independently and under pressure of deadlines. The qualified candidate will have four years of responsible office management experience. A business degree is preferred. The applicant must demonstrate proficiency in Microsoft Office. This position requires excellent oral/written communication and strong interpersonal skills, a high degree of phone etiquette and professionalism. A valid Ohio driver's license with a safe driving record and a drug screening are required. Send resumes by October 11, 2013 to: William A. Margalis, Director of Administrative Services, 105 Main Street, Painesville, OH. 44077.

An Equal Opportunity Employer

M.F.H.V.