

Utility Office Manager

The Town of Ashland, NH has a job opening for a full-time Utility Office Manager. Duties for the position include, but are not limited to, managing the utility office operations including monthly billing of the Electric, Water and Sewer Departments, providing exceptional customer service for utilities customers, processing daily utility cash receipts, preparing daily deposits, posting payments to customer accounts, filing, and other duties as assigned. The ideal candidate for this position is professional, courteous, organized, has a strong attention to detail, possesses the ability to work independently and collaboratively, and has excellent computer skills.

Minimum qualifications: Associate Degree in Business Administration, Accounting, Finance, or related field preferred; three to five years' experience in a customer service and cash collection environment; or any equivalent combination of education and experience. Experience in a municipal setting, a plus.

Compensation: Commensurate with experience and education with an hourly range of \$27 to \$30 per hour. Position also includes group benefits: medical, dental, life and disability insurance, and retirement through NH Retirement System.

To Apply: Please submit cover letter, resume and references, to the Town of Ashland, Attn: Marissah Gallien, Finance Director, P.O. Box 517 Ashland, NH 03217, or emailed to finance@ashland.nh.gov

Applications will be accepted until the position is filled.

Town of Ashland is an Equal Opportunity Employer.