



# Massachusetts PROVINCETOWN

## HUMAN RESOURCES OFFICE

### Position Opening

#### *AFSCME – DPW/Water Dept-Utility Billing Specialist*

The Town of Provincetown is accepting applications for a Utility Billing Specialist position in the Department of Public Works Water Division. This position will be responsible for managing the Water Department utility billing program, prepares meter readings for billing and maintains overall integrity of the utility billing system.

Applicants must be High School Graduate with 3-5 years of bookkeeping or accounting or general finance experience with utility or municipal experience preferred; or any combination of training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job position. This will be a Grade 7 position – Training Wage - \$47,511.37

Job descriptions, pay scale and application may be obtained from the Human Resources Office, at 260 Commercial Street, Provincetown, MA 02657 or on the Town's website at <http://www.provincetown-ma.gov/6/Employment> . The position will be available immediately and remain open until filled.

The Town of Provincetown is an equal opportunity employer.

Alex Morse, Town Manager

Posted: Provincetown Town Buildings, AFSCME, Indeed, LinkedIn, Facebook, CCYP, Independent

Date: .Posted: Town Hall [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 10/28/2021 AR 2:30 pm AR