



## City of Eastman

### Job Opening: Billing Clerk

#### Position Summary

The City of Eastman is seeking a qualified, detail-oriented, and professional individual to serve as Billing Clerk. This full-time position fills a key role within the City's finance department, responsible for preparing and processing billing documents, maintaining accurate customer accounts, and assisting with customer inquiries and payments.

#### Minimum Qualifications:

- Bachelor's degree from an accredited college or university
- Familiarity with Microsoft Office Suite (Word, Excel, Outlook)
- Business experience preferred

#### Compensation and Benefits:

- Salary: Commensurate with education and experience
- Health insurance coverage
- Retirement plan participation

#### To Apply:

Interested applicants should submit a resume, cover letter, and three professional references to City Clerk April Sheffield via email - [april@cityofeastman.com](mailto:april@cityofeastman.com) - by June 13, 2025 at 5:00 pm. Please contact April Sheffield via email or phone at (478) 374-7721 with any further questions.

Join a team committed to excellence in public service.

The City of Eastman is an equal opportunity employer.