

JOB OPENING

NORTH LONDONDERRY TOWNSHIP Administration Office

Full Time - Utility Billing Clerk

- High School Diploma
- Capable of Being Bonded
- Excellent Attention to Detail
- Possess a High Level of Accuracy
- Speak Fluent English
- Literate in MS Office
- Excellent Math Skills
- Clerical Skills

Work Includes:

- Preparation/Processing/Maintenance of Monthly Sewer Billing Accounts.
- Processing Permits, Multiple Accounting Tasks.
- Customer Service - Telephone & Reception.

Excellent Benefits Include:

PTO, 9 paid holidays, retirement plan & paid health insurance.

Salary Based on Experience

**Applicants apply in person
at the Township Office**

655 East Ridge Road, Palmyra, PA 17078