

**Town of McAdenville, NC**  
**Utility Billing / Customer Service Representative**

The Town is seeking a detail-oriented professional to manage utility billing and provide exceptional customer service. Responsibilities include assisting customers, processing payments, maintaining accurate billing records, coordinating meter readings, preparing reports, and resolving service inquiries and account issues. The role requires strong communication skills, accuracy in financial tasks, and the ability to multitask in a fast-paced environment. For a complete job description, please visit <https://townofmcadenville.org>.

Graduation from high school and experience in accounting, clerical, billing operations involving multiple steps, or customer service work, preferably in a public organization; or an equivalent combination of education and experience. Preference given for an associate's degree in a related field.

McAdenville offers a full benefit package with health insurance, dental/vision/life insurance, employer contributed 401k, retirement, paid vacation and sick leave, and 12 paid holidays. Hiring Salary \$46,000 - \$55,000, commensurate with qualifications.

Interested candidates should submit a resume and cover letter to: Town of McAdenville, C/O Lesley Dellinger, Town Administrator, P.O. Box 9, McAdenville, NC 28101 or email to [clerk@townofmcadenville.org](mailto:clerk@townofmcadenville.org). Applications will be accepted until the position is filled. EOE