



SOLID WASTE AGENCY OF NORTHWEST NEBRASKA

JOB OPENING ANNOUNCEMENT

BILLING & SUPPORT SERVICES ASSISTANT

Great seasonally part-time employment opportunity in Northwest Nebraska. Have you been looking for a way to contribute to the efforts of serving residents and entities in our service area of Northwest Nebraska. SWANN, an *Essential Service Organization*, has an opportunity for Billing and Support Services Assistant with the Agency facilities located in Chadron, Nebraska. *Position open until filled.*

Job Description:

- Performs routine clerical and data processing work in the billing and receipt of solid waste services; general customer service and performing secretarial, general office work for official recordkeeping. Will provide general support assistance for the administrative offices.

Essential Functions:

- Answering phones, receiving the public and providing customer assistance, cashiering, processing daily mail, data processing, and bookkeeping.
- Enters information into computer or computes amounts due; posts transactions to accounting records such as work sheet, ledger, or computer files.
- Operates the scale, weighing Agency vehicles, private haulers and public vehicles, into and out of the facility.
- Prepares and processes service orders and work orders.
- Prepares and mails invoices including invoices for "roll off" services and maintains current customer account files.
- Receives telephone calls and customer visits concerning solid waste billing or services; handles questions and matters of customers; responds to customer complaints.
- Receives the public and answers questions; responds to inquiries from customers and others and refers, when necessary, to appropriate person.
- Assist in the custodial duties of the administrative facility. Any other duties assigned.

Qualifications:

- ✓ Graduation from high school education or GED equivalent and any combination of education and experience.
- ✓ Two (2) years of increasingly responsible related experience, or any equivalent combination of related education and experience.
- ✓ Valid Nebraska driver's license, or ability to obtain within 30 days.
- ✓ Tools & Equipment Experience: Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures.
 - Must be proficient in Microsoft Word, and Excel
 - Ability to perform cashier duties accurately; ability to effectively interact with the public; ability to communicate effectively verbally and in writing; ability to handle stressful situations; ability to work under pressure and/or frequent interruptions.
- ✓ Skills in operation of tools and equipment: Personal computer, including word processing software; Central billing system terminal and central weigh scale; 10-key calculator; phone; base radio; fax machine; copy machine and postage machine.

Job Pay/Benefits:

- Non-exempt part-time seasonal position.
- Starting pay range: \$14.96-\$16.10; dependent upon experience/education
- Holidays- seven primary holidays, plus birthday for total of 8 days
- Vision & Dental Benefits _ Enrollment Opportunity (Adt'l. position & benefits contingent upon role/duration)

How to Apply: See website → <https://swannsites.com/who-we-are/careers.html> For more information and application process, or contact SWANN administrative offices at 308-432-4245 for steps in applying for this position.

Disclaimer: This job description is not intended to be an exhaustive list of all responsibilities, activities, skills, requirements, working conditions etcetera, associated with performing the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require new/different tasks, duties, responsibilities and activities be performed as assigned at any time with or without notice.