



CITY OF WOONSOCKET, RHODE ISLAND

FINANCE DEPARTMENT

PERSONNEL DIVISION

USER BILLING & REPORTING SPECIALIST

Employment Advertisement

The City of Woonsocket is seeking applicants for a User Billing & Reporting Specialist. The person in this position will perform a broad range of billing, data generation, reporting, analytic and customer service duties focusing on sewer usage and other billing functions in the City of Woonsocket. A high school diploma, or GED equivalent is required. One (1) year of experience in a municipal billing department, treasury, or accounting department; or equivalent work experience in billing and analyzing customer accounts in the private sector is desired.

Application Deadline: Friday, July 8, 2022

Union: Local 670, RI Council 94, AFSCME, AFL-CIO

Weekly Rate: \$649.33 to \$656.57 per week [M14]

Hours of Work: 35 Hours Per Week

Examination Date: Thursday, July 14, 2022 at 4:00 p.m.
Woonsocket City Hall, Harris Hall
169 Main Street, Woonsocket, RI 02895

To Apply: We offer a competitive benefit and compensation package. For more information on this position including a full position description and job application, please visit the “Employment Opportunities” section on the City of Woonsocket website at www.woonsocketri.org. Please forward your completed application and resume to Nikki Aphonphanh, Personnel Assistant, City of Woonsocket, 169 Main Street, Woonsocket, RI 02895; you may send your employment information electronically to naphonphanh@woonsocketri.org.

About Woonsocket: A City that upholds forward thinking principles for both employees and residents. Located in Rhode Island’s Blackstone Valley, the City of Woonsocket is a vibrant, urban community and is surrounded by the growing suburban communities of Lincoln, Cumberland and North Smithfield, and boasts a positive business climate where City officials and the business community work together to build a strong economy. City of Woonsocket is centrally located in the Boston/Worcester/Providence triangle, and home to CVS Corporation, a Fortune 500 company.

An Equal Opportunity Employer