

JOB OPENING

CITY OF TECUMSEH – UTILITIES CLERK

The City of Tecumseh has an immediate opening for the position of Utilities Clerk. Candidates should have an accounting background and have proficient computer skills, especially in Microsoft Word and Excel.

The Utilities Clerk handles accounts payable and receivable for the utilities department; prepares various reports for the state; tracks capital expenditures and prepares sales analysis and usage reports. Candidate must be a detailed oriented individual with good communication skills. Also assists customers with utility payments, new account setup, and disconnections. A complete job description and application form is available at Tecumseh City Hall.

Applications are due by Friday, September 28, 2018

Application & resume required. Submit to:

Tecumseh City Hall

c/o Lisa Beethe, City Clerk

PO Box 417, Tecumseh, NE 68450

(402) 335-4011