



CENTENNIAL
WATER AND SANITATION DISTRICT

Position Announcement **Utility Billing Specialist I**

Centennial Water and Sanitation District is currently accepting applications for a Utility Billing Specialist I position. Applicants must have a strong desire to provide excellent customer service to the Highlands Ranch community and work in a great team environment.

This is a full-time position working forty (40) hours per week, Monday through Friday.

Duties include assisting customers in person, by telephone, written correspondence, e-mail or facsimile. Additional responsibilities include data entry and maintaining customer accounts.

Applicants must have excellent communication skills, general knowledge of accounting practices and the ability to use computers and electronic data processing equipment. Prior billing collections experience is desired. A high school diploma or GED equivalent and one year of related work experience are required.

Starting wage range is \$21.17 – \$24.91 per hour. Excellent benefits, which include health insurance, paid time off and retirement savings options are included.

Pre-employment screening, which includes background check, drug screen and motor vehicle record check will be performed for all candidates who are offered employment.

To apply for this position, please click [HERE](#)

Job Posting No. 2021-016
April 5, 2021