BELMONT
NORTH CAROLINA

Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and a craft brewery in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.

CITY INFORMATION

115 N. Main Street, Belmont, NC 28012
Established: 1895
Population: 12,495
Number of Full Time Employees: 154

CITY COUNCIL MEMBERS

Mayor: Charlie Martin
Mayor Pro Tem: Jim Hefferan
Councilman: Ryan Schift
Councilwoman: Martha Stowe
Councilman: Marc Seelinger
Councilman: Richard Turner

MISSION STATEMENT

City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy free concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.

CUSTOMER SERVICE & UTILITY BILLING CLERK
Finance Department – CityWorks Facility
Daily Hours – 8:00 am – 5:00 pm (1 hour lunch) – Monday through Friday
Minimum Annual Salary - $34,398 – Maximum Salary - $51,597
Job Posting Until Filled

GENERAL STATEMENT OF DUTIES: Performs administrative, clerical and data processing work in the collection of utility bills and other revenues; performs related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for activities which involve handling customer inquiries relating to utility billing and general service; collection of utility bills and other revenues, and coordination with the field services functions. Work involves heavy public contact functions and coordination with other departments within the City's organizational structure. Considerable tact and courtesy are required in these public contact functions. Work is performed under the regular supervision of the Finance Director/Deputy Finance Director and is evaluated by review of appropriate records and reports and accuracy and thoroughness of assigned responsibilities.

ESSENTIAL JOB FUNCTIONS:
Collects a variety of payments by mail, in person, and internet;
Processes all Cash Receipt/Collections and all forms of tender;
Prepares monthly utility bills;
Answer office phone and handle general inquires;
Set up new customers; new utility service/disconnections;
Balances collections drawer and makes daily bank deposits;
Prepares necessary work orders for all city departments;
Provides clerical support as necessary;
Performs all other duties as assigned;

JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS: This position involves sedentary work required the employee to exert up to 10 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include reaching, standing, fingering, grasping, talking, hearing, and repetitive motions. Sufficient visual acuity is required to prepare and analyze data and figures and use a computer terminal. An employee in this position is not substantially exposed to adverse environmental conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Working knowledge of local policy and state statutes regarding utility billing and utility customer services; working knowledge of standard operation practices involved in modern office operation and serving the public; working knowledge of computer operations; some knowledge of generally accepted governmental accounting procedures; some knowledge of bookkeeping terminology, methods, procedures and equipment ability to deal effectively with the public in a tactful and effective manner; ability to create and maintain accurate records, reports, and files in support of a cash receipt and customer oriented operation; ability to operate calculator, computer terminal, typewriter, cash register, and related office equipment; ability to communicate effectively in oral and written forms.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school and two years' experience in customer service and data processing; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Equal Opportunity Employer

How to Apply: Submit application with resume online at **www.cityofbelmont.org** or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012. Pre-employment drug screening & Criminal background check are required.