

Applications are being accepted for Utility Billing Clerk

The City of Prairie City is looking for a friendly, detail-oriented **Utility Billing Clerk** to join our team! The Utility Billing Clerk is responsible for performing a wide variety of administrative duties, including technical and customer service activities. The role requires routine problem-solving, decision-making, and the ability to manage multiple tasks in a fast-paced environment. The Utility Billing Clerk serves as a primary point of contact for residents, projecting a professional and friendly image in both in-person and phone interactions. Additionally, this position provides support to City staff and may be assigned special projects as needed.

- Full-time position with competitive pay & benefits
- Professional, team-oriented work environment
- Opportunity to serve your community

Apply today by submitting a resume, cover letter, and City application to sue.ponder@prairiecityiowa.us or by mail to: Attn Sue Ponder, City of Prairie City, PO Box 607, Prairie City IA 50228.

Full job description available at <https://prairiecityiowa.us/wp-content/uploads/2025/09/UTILITY-BILLING-CLERK.03.10.25.pdf>.

Application available [here](#).

Applications will be accepted until the position is filled.