

Town of Cohocton is seeking a qualified individual to immediately fill the position of part time Water Billing Clerk. Responsibilities include maintaining the computerized water utility accounts, quarterly accounts payable and receivable, usage reports and notifying Water Operator of discrepancies, bank deposits, close out and addition of accounts, prepare water relevy to County, handles customer inquiries and discrepancies and direct to proper personnel and other duties as necessary. Please submit letters of interest and a resume to the Town of Cohocton, Attn: Water Billing Clerk position, PO Box 200, Atlanta, NY 14808 by December 28, 2020. Hours and pay to be determined. Questions can be directed to the Town Supervisor at 585 534 5100 or via email at townofcohocton@aol.com. The Town of Cohocton is an Equal Opportunity Employer