



THE CITY OF NEW BERN IS CURRENTLY RECRUITING FOR THE FOLLOWING POSITION:

ACCOUNT SERVICES SUPERVISOR: Supervises, trains, monitors & participates in providing account services to utility customers including establishment of new accounts & services, transfer of accounts, troubleshooting issues related to collection & posting of payments, daily balancing, bank deposits, credit extensions & other services. Performs various operations within utility software system; Serves as supervisor of the telephone call distribution system; Develops appropriate procedures to provide additional services to customers; Performs related tasks as required. Ability to plan, organize, and direct the work of subordinate employees; thorough knowledge of office procedures, practices & equipment; Ability to establish & maintain effective working relationships with associates & general public. **Any combination of education and experience equivalent to graduation from an accredited community college with major course work in business, or related field, considerable experience in a collection, or business office including considerable supervisory experience. Must possess valid driver's license. Salary range: \$35,627-\$64,458. Excellent benefits.**

APPLICATION DEADLINE: FRIDAY, SEPTEMBER 10, 2010 AT 5:00 PM

IF YOU ARE INTERESTED IN THIS POSITION YOU MUST APPLY AT THE EMPLOYMENT SECURITY COMMISSION, 1305 SIMMONS STREET, NEW BERN, NC BY THE DEADLINE DATE. THE CITY OF NEW BERN DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, NATIONAL ORIGIN, AGE, SEX, OR DISABILITY IN EMPLOYMENT DECISIONS OR THE PROVISION OF SERVICES.