

City of Mt. Sterling

The city of Mt. Sterling is looking for a Part-time billing clerk. This person must have the ability to work independently as well as with others. Applicant must possess Basic computer skills, including Microsoft word, Excel, and general accounting practices. The applicant must have excellent interpersonal skills in dealing with customers As well as the ability to manage multiple tasks, and time management skills.

Applications may be picked up and delivered at the Mt. Sterling City Hall Building. Applications must be returned by Friday March 31 at 4:00pm.

City of Mt. Sterling

145 West Main Street

Mt. Sterling IL 62353