

# **Dry-Redwater Regional Water Authority (DRWA) ACCEPTING APPLICATIONS**

**Billing Clerk / Administrative Assistant**

**Permanent, Full-Time Position**

**Circle Area**

DRWA is accepting applications for a permanent, full-time Billing Clerk / Administrative Assistant. Applicants living in or near the Circle area are encouraged to apply. The successful applicant will be based out of the Circle office. Primary responsibilities include **utility billing, payment processing, customer service, accounts payable/receivable, and general office support**. Applicants should have strong computer and communication skills, and be organized and detail-oriented. Prior experience with office administration or billing is preferred but not required; **on-the-job training will be provided**. Starting salary range will be **\$30,000–\$40,000**, depending upon education and/or experience. A stipend benefits package and **MT PERS retirement** are provided. Contact the DRWA office in Circle for a complete job description and additional information at **406-485-3792**.

**Applications will be accepted until position is filled.**