



LAKEWOOD TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

Customer Service Representative/AP Clerk

Seeking qualified individual for the position of **Customer Service Representative/ Accounts Payable Clerk**.

In order to be considered for the position **a completed Application for Employment and resume must be submitted** via email to careers@lakewoodmua.com. Applications for employment can be found at <http://www.lakewoodmua.com/forms.php>.

Job description:

- Processing invoices in preparation for payment
- Coordinate with colleagues to ensure invoice documentation and approval processes are followed
- Creating Purchase Orders and obtaining vendor signatures
- Assist in tracking various communities' status of water and sewer connections
- Assist in identifying Advance Funds payments to Finance
- Assist in preparing Monthly Board of Commissioners Expense Listing
- Communicate with customers regarding required fees for meter requests
- Communicate with other departments within the Authority regarding some checks received
- Create work orders for field personnel regarding water meter installations
- Coordinate with Engineering Dept to ensure invoices are properly assigned to projects
- As part of the Customer Service team, you will:
- Answer incoming customer calls on the main call-in number
- Resolve customer queries or forward them appropriately within the Authority for resolution
- Accept payment information via telephone and provide same to Accounts Receivable
- Exhibit excellent communication skills e.g. Great customers warmly

Requirements:

- High degree of organizational skills
- Ability to work independently with minimal oversight
- Excellent verbal and written communication skills

- Ability to multitask
- Positive attitude
- Computer skills
- Adaptable to changing procedures and priorities
- High school diploma or equivalent
- Professional office work experience a plus
- Job Type: Full-time
- Pay: \$45,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Shift:

- 8 hour shift

Work schedule:

- Monday to Friday

Work setting:

- In-person

Education:

- High school or equivalent (Preferred)

Experience:

- work: 5 years (Required)

Language:

- Spanish (Preferred)

Please call Melissa Hammond, Human Resources Administrator, at (732) 363-4422 Ext.109, with any questions.

390 NEW HAMPSHIRE AVENUE LAKEWOOD, NEW JERSEY 08701

P: 732.363.4422 | F: 732.905.0712 | WWW.LAKEWOODMUA.COM