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## **UTILITY CLERK - EMPLOYMENT OPPORTUNITY ANNOUNCEMENT**

Job Description: This is a skilled clerical position that performs, or serves as back-up, for accounts payable, accounts receivable, payroll, ticket revenue auditing, ticket sales, and other miscellaneous financial, administrative, and customer service tasks within the finance and accounting department in Michigan City, Indiana. The utility clerk prepares accounts receivable billing invoices and reports. The utility clerk must be comfortable contacting individuals for collection of unpaid invoices; preparing and distributing required journal entries, spreadsheets, and reports; and performing data processing – to include input or output from the computer and related software. Other duties as assigned.

Days and hours of work: The days assigned are Monday through Friday, 7:30 a.m. to 4:00 p.m. Hours may vary when assigned to or filling in on other positions. Mandatory overtime on weekends or holidays may be necessary at times.

### Minimum Requirements:

Candidates must meet the following qualifications:

- High school degree. NICTD prefers candidates with associate, bachelor, or graduate degrees with major in accounting, finance, marketing, or other business administration specialty.
- Twelve (12) or more semester hours with overall GPA of “B” or better in college level accounting coursework or equivalent relevant accounting experience.

- Touch typist with a forty (40) words per minute proficiency as scored in a standardized keyboarding examination administered by the District.
- Must read and write clearly and fluently in English so as to understand and follow appropriate rules and regulations. Ability to speak and understand Spanish, Polish, or other languages relevant to NICTD's five county service area is helpful but not required.
- Demonstrated proficiency in Microsoft Office Suite or relevant financial software.
- Pass a post-offer physical examination, including drug and alcohol tests. Must be able to fulfill the position's essential functions. Hired applicants are also subject to on-duty drug and alcohol testing per NICTD policy.
- As this work involves entrustment with public funds, all offers are subject to satisfactory post-offer driving, credit, and criminal record evaluations.

Candidates are preferred, but not required, to have the following skills:

- Customer service and cash handling experiences.
- Payroll, accounts payable, accounts receivable, and/or auditing experience.
- Good interpersonal skills for interacting with supervisors, fellow employees, passengers, and other customers.
- Demonstrated work history of flexibility in handling unexpected changes in work assignments or priorities.

Environmental Conditions: Work is primarily indoors. Levels of activity vary from moderate to intense. Stressful situations may occur.

Salary & Benefits: Applicants start at 75% to 95% of full hourly rate depending on qualifications and then increase 5% per year until eligible for full hourly rate of \$22.03. Excellent health, dental, disability, vision, and pension benefit plans.

Applicant Instructions:

Fill out the on-line employment application. To reach the application, go to [www.mysouthshoreline.com](http://www.mysouthshoreline.com) and hover on the "About" tab. Then, click on "Job Opportunities" from the drop-down menu. This will take you to the job announcement containing the link to apply for the position. Follow the application screens from there. You may upload a resume (with or without a cover letter) during the on-line application process. While not required, NICTD encourages applicants to complete the on-line application and upload a resume with a cover letter. The deadline for applying is 3 p.m.

on September 24, 2018. Persons experiencing difficulties with the on-line application process may contact Cindy McCann at [cindy.mccann@nictd.com](mailto:cindy.mccann@nictd.com) or (219-874-4221, ext 252) for assistance. Qualified applicants will be notified if selected or declined for a typing test and/or interview. NICTD does not accept late applications, requests for interviews, or faxed/mailed/hand delivered resumes. **Note: Apply early to ensure consideration. The District reserves the right to fill the position with a qualified candidate prior to the stated application deadline.**

**IMPORTANT NOTE – READ THIS: If you are a current employee, or if you have previously applied on line, you must FIRST contact Ms. McCann at [cindy.mccann@nictd.com](mailto:cindy.mccann@nictd.com) or (219-874-4221, ext 252) to re-set your on-line record to accept a second application.**

**Questions:** Contact Bjarne Henderson, Director of Human Resources & Labor Relations, at (219) 874-4221, ext 223; e-mail: [bjarne.henderson@nictd.com](mailto:bjarne.henderson@nictd.com).

**NICTD IS AN EQUAL OPPORTUNITY EMPLOYER**