



City of Springfield

is seeking applications for

ACCOUNT TECHNICIAN I

Department: The Office of Public Utilities

Division: Commercial Office

Final Date to Apply: 12/13/2025 at 11:00 PM CST, **Work Location:** 700 South 7th Street
Open to internal applicants only Springfield, IL 62703

Starting Salary: \$25.5008/hour
Union: AFSCME 3738

Work Hours: Monday – Friday 7:30 a.m.-4:00 p.m.
(hours may vary)

In this role you will:

- Perform office duties including manually inputting check, bank and ACH payments, processing returned checks and cards, processing assistance payments and miscellaneous payments, processing payments from drop boxes and petty cash administration.
- Operate cash processor which involves batch processing of incoming mail payments for deposit and credit to customer accounts.
- Provides refresher training and back up training for new and existing staff.
- Access billing system to be able to prepare a duplicate bill for those customers that don't have their bill. Maintains records of payments received, reconciles these receipts and balances cash
- Perform clerical duties including, but not limited to, opening mail, checking/stocking supplies, sanitizing workstation, filing, and answering telephone

Qualifications:

The ideal candidate will have knowledge, skills, and mental development equivalent to four years of high school with coursework in bookkeeping, along with at least one year of bookkeeping or cashier experience. They will demonstrate strong customer service abilities and the professionalism required to interact effectively with the public. The role requires independent judgment in applying policy across varied situations, as well as solid math and analytical skills. The candidate must have successfully performed all duties of a Cashier I and Cashier II, present a neat and professional appearance, and maintain effective working relationships with both the public and coworkers. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

Benefits:

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| • Deferred Compensation | • Free Health Clinic | • 12 paid sick days annually |
| • Pension Plan | • 13 paid holidays | • Tuition Reimbursement |
| • Health, Dental, Vision, and Life Insurance | • 4 weeks paid parental leave | • 10-25 paid vacation days, based on years of service |