

Job Opening
Utility Billing/Account Payable

The City of Claxton is now accepting applications for the Utility Billing / Accounts Payable position. This employee will be responsible for processing the city's monthly utility billing and all accounts payable for the city.

Applicants should have experience in accounting, possess good computer skills and have a positive customer service attitude.

Please submit your application to City Hall, located at 206 W. Railroad Ave., Claxton, GA 30417. Applications will be accepted through December 1, 2020 at 4:30 p.m.

Equal Opportunity Employer