

## Help Wanted

The City of Sleepy Eye is seeking a full-time Utility Billing Clerk/Administrative Assistant.

- Duties will include:
  - collecting all accounts receivable for the Sleepy Eye Public Utilities,
  - preparing and processing utility bills,
  - providing customer service,
  - preparing various reports for department,
  - obtain motor vehicle certification and other accounting/bookkeeping/administrative activities.

Applicant should possess a working knowledge of general accounting procedures, be proficient in Microsoft Word and Excel, and be able to work well with the public.

Applications may be obtained at the City Office located at 200 Main Street East or online at [www.sleepyeye-mn.com](http://www.sleepyeye-mn.com) and will be accepted until July 22, 2022. Please return application and/or resume to City of Sleepy Eye, 200 Main Street East, Sleepy Eye MN 56085.