



## City of Hillsboro North Dakota



The City of Hillsboro is seeking  
qualified candidates for:

### Utility/Deputy Auditor

#### Key Responsibilities:

- **Utility Billing:** Monthly process to calculate utility bills
- **Payroll:** Once a month payroll process to include pay for all employees, monthly reporting, quarterly reporting, and paying benefit and deduction vendors
- **Invoicing:** Miscellaneous invoicing for vendors, bulk water users, etc.
- **Accounts Receivable:** Making weekly/ twice-weekly deposits of revenue
- **Other miscellaneous duties.** Please see full description of position at [Hillsboro-nd.com/employment](http://Hillsboro-nd.com/employment), and click on "Job Openings"

#### Compensation Package:

- Competitive Wage DOE
- Full Single or Family Paid NDPers Health Insurance Plan
- Full Single or Family Paid Colonial Life Dental & Vision Insurance Plans
- 8% Profit Share Retirement Plan through Bell Bank
- 12 Vacation Days your first year with longevity accrual, plus 12 Sick Days a year accrual
- 13 Full Holidays and 2 Half Holidays a year

#### Qualifications:

- High School Diploma or Equivalent
- Class D Drivers License

#### Knowledge, Skills, Abilities:

- 1-3 years of customer relations experience
- Knowledge of property valuation and tax dollar calculations
- Microsoft Services Knowledge, including Excel & Word
- Strong Communication Skills
- Willingness to learn and Be Inquisitive
- Self-Motivated, Ability to Work Independently, & Problem-Solving Ability preferred

For more information, or to submit your application/  
resume, please contact City Auditor Casey Eggermont at  
701-636-4620, or email at  
[casey.eggermont@hillsboro-nd.us](mailto:casey.eggermont@hillsboro-nd.us).

To mail or drop off your application, please submit to:

City of Hillsboro  
c/o Casey Eggermont  
19 S Main Street, PO Box 400  
Hillsboro, ND 58045

The City of Hillsboro is an equal opportunity provider.