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City of Sunrise Jobs — Utility Billing Support Assistant — Miami, FL, USA

Description

People exploring City of Sunrise Jobs in Miami, FL, USA can learn about the Utility Billing Support Assistant career path in municipal water and utility accounts. Typical work includes updating billing account information, researching account payment discrepancies, and documenting customer service resolutions. A solid foundation in utility billing, spreadsheet accuracy, and service records makes these tasks easier to handle.

Responsibilities

- Updating billing account information.
- Researching account payment discrepancies.
- Documenting customer service resolutions.

Qualifications

- Working familiarity with utility billing and spreadsheet accuracy.
- Comfortable with updating billing account information and checking details before handover.
- Communicates updates clearly and handles changing priorities methodically.

Experience

Hands-on projects involving spreadsheet accuracy or related support services demonstrate relevant preparation.

Skills

utility billing, spreadsheet accuracy, service records, Utility Billing Support Assistant

Career Information

Explore City of Sunrise career and organization information to find current openings and application instructions.

Hiring organization
City of Sunrise

Employment Type

Industry
Local Government

Job Location
Miami, FL, United States

Date posted
November 17, 2026

Valid through
2026-11-30