



FORT VALLEY UTILITY COMMISSION

P.O. BOX 1529 • FORT VALLEY, GEORGIA 31030-1529
(478)825-7701 • FAX(478) 825-7704 • www.fvutil.com

Job Title: Finance Department Support Specialist

Department: Finance

Reports To: Finance Director

Pay Range: \$22.75 - \$23.00

Position Summary

The Finance Department Support Specialist provides cross-functional support to the Finance team,

including the Billing Technician, Staff Accountant, and Accounting Coordinator.

This position assists

with billing operations, accounting processes, and administrative finance tasks while also supporting

Customer Service during peak periods or as needed.

This role requires strong attention to detail, organizational skills, and the ability to manage multiple

priorities in a fast-paced environment.

Key Responsibilities

Billing Support

- Assist the Billing Technician with invoice preparation, processing, and distribution
- Review billing data for accuracy and completeness
- Support account reconciliations related to customer billing
- Help track and follow up on outstanding invoices

Accounting Support

- Assist the Staff Accountant with journal entries and account reconciliations



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- Prepare and maintain financial documentation and supporting schedules
- Support month-end and year-end closing processes
- Organize and maintain financial records in accordance with company policies

Accounting Coordination Support

- Provide administrative and clerical support to the Accounting Coordinator
- Assist with accounts payable and accounts receivable tasks as assigned
- Help maintain vendor and customer account information
- Support internal documentation and process improvements

Customer Service Support

- Respond to customer inquiries related to billing and account questions
- Coordinate with finance staff to resolve customer account discrepancies
- Provide backup phone and email support when needed
- Maintain professional and courteous communication with customers

Qualifications

Education & Experience

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related
- field preferred
- 1–3 years of experience in accounting, billing, or administrative support preferred
- 1–3 years of experience in customer service is a plus

Skills & Competencies

- Strong attention to detail and accuracy



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Ability to prioritize and manage multiple tasks

- Proficiency in Microsoft Office (Excel, Word, Outlook)
- Experience with accounting software preferred
- Strong written and verbal communication skills
- Team-oriented with the ability to work independently

Work Environment

- Office-based position
- Regular business hours with occasional flexibility during peak accounting Cycles

To apply please send your resume to: hrmanager@fvutil.com

