

Remittance Processor

This full-time position reports to the Office Supervisor-Office Services and is located at the Electric Center, 1200 Fort Vancouver Way.
The work schedule is Monday through Friday, 5:45 a.m. to 2:15 p.m.

WHAT YOU WOULD DO:

- Sorts and processes incoming customer payments for extraction on remittance scanning equipment.
- Performs daily maintenance on remittance processing equipment. Generates service calls as required.
- Keys all jobs on image display terminal to ensure all transactions are in balance.
- Investigates any discrepancies and corrects or rejects those that cannot be balanced and forwards on to customer service to research further.
- Uploads Utility host file daily.
- Transmits image cash letter (ICL) file to the bank daily.
- Archives all processed transactions to remittance archive software daily.
- Creates end of day reports daily – deposits and transactions.
- Generates service calls to remittance software vendor or onsite IS help depending on the issue.
- Assists utility cashiers on research of posting errors, discrepancies, transmission failures, etc.
- Performs Office Services Clerk I related duties as needed (this includes bill printing, processing outgoing mail on mail inserting equipment and delivering mail between Electric Center and Operations).

QUALIFICATIONS:

High school diploma or general education degree (GED) required. Banking background preferred. Proficiency in Word, Excel and 10-key needed. Excellent customer service and communication as well as strong organizational skills. This job requires a high degree of accuracy, flexibility and dependability.

This position is designated as safety-sensitive due to the nature of the work and its potential impact on the safety of employees, the public, and organizational operations. In accordance with our drug-free workplace policy, compliance with applicable testing and safety requirements is a condition of employment.

BENEFITS:

Employees and dependents are eligible for medical, dental, vision, basic life insurance and disability insurance. Employees are enrolled in Washington State PERS and may enroll in deferred compensation plans. Employees will also receive eight hours of vacation leave and sick leave every month and twelve paid holidays throughout the calendar year.

SALARY:

Salary ranges are market based and established annually. With full competency in the role and satisfactory performance, the target is midpoint within the established range.

2026 Remittance Processor: Min: \$46,625 Mid: \$56,431 Max: \$66,237

HOW TO APPLY:

Please send your resume with a cover letter via email to jobs@clarkpud.com. Resumes may also be sent to Clark Public Utilities, Human Resources Department, P.O. BOX 8900, Vancouver, WA 98668.

Equal Opportunity Employer

At Clark Public Utilities, we are committed to creating a respectful workplace where people from all backgrounds are valued for their skills and contributions. We strive to ensure everyone feels welcome, supported, and empowered to do their best work while growing meaningful, lasting careers as part of our team.