

# **Customer Service Representative City of Westfield**

This role is highly customer-service focused and requires strong communication skills including answering the phone and greeting the customers.

Position performs a variety of accounting duties involving utility billing, handling cash, liens, collections and accounts payable/receivable. The city has a great need for a representative that is fluent in Spanish.

Please send resume via email to

[ksparks@westfield.in.gov](mailto:ksparks@westfield.in.gov)

or mail to

City of Westfield

2728 E. 171st St. Westfield, IN 46074

Attn: Kristen Sparks.