

PART-TIME RECEPTIONIST/ACCOUNTING CLERK

VIGILANTE ELECTRIC COOPERATIVE, INC.
DILLON, MT

POSITION SUMMARY:

Provides a variety of administrative and clerical tasks related to the receiving and crediting of member-consumer payments using approved accounting practices and procedures. Works with a team to assist in the customer and accounting functions of the cooperative such as Billing, Accounts Receivable, Accounts Payable and Capital Credits.

POSITION DUTIES:

- Greets cooperative members and the general public both in person and via the telephone.
- Collects, sorts and distributes mail.
- Receives and credits member-consumer payments. Reconciles the payments and prepares the daily bank deposit.
- Completes service order requests.
- Assists in billing and collection processes.
- Will be required to perform any other duties assigned in order to fulfill the objectives of the cooperative.

POSITION REQUIREMENTS:

- Exceptional social skills are a must for this position. The ability to communicate effectively, both written and verbally with co-workers and members, is required. This position requires on-going contact with member-consumers under various circumstances which require tact and diplomacy.
- Previous office experience in a public setting is desirable. This position is required to perform a variety of mathematical calculations in the completion of duties. The ability to use business software packages including Microsoft Office is essential. Knowledge of billing and collection policies and procedures must be acquired within a reasonable period of time.

- Must be able to work independently and be able to coordinate projects with other employees. Must have the ability to work with and consistently meet deadlines and work on several projects simultaneously.
- This position utilizes a computer, calculator and other standard office equipment in the completion of duties.
- Light lifting of generally 10 pounds or less is required. Repetitive motions with hands and fingers such as keyboarding is required.
- The position will be less than 30 hours per week between the hours of 7:30 a.m. and 5:00 p.m. Monday through Friday.

This position is under the direct supervision of the Manager of Finance and Administration.