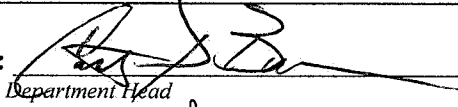
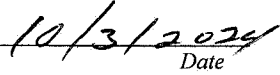
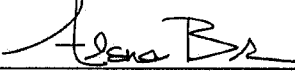

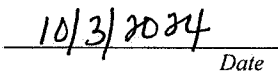


CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Accounting Technician (Billing)	FLSA STATUS: Non-Exempt
REPORTS TO: Manager of Member Services & Communications	SALARY GRADE: 3
DEPARTMENT: Member Services	LOCATION: Moriarty
APPROVED BY:  <i>Department Head</i>	 <i>Date</i>
 <i>CEO</i>	10/02/2024 <i>Date</i>
 <i>Human Resources</i>	 <i>Date</i>

Job Summary

Under the direction of the Department Head, this position is responsible for understanding all phases of the Cooperative's billing system while following the Cooperative's By-laws, policies, and Public Regulation Rules (PRC). This position is responsible for processing, maintaining with accuracy, scheduling and balancing the billing system including but not limited to: meter reads where applicable, rates applied, fuel, debt service, taxes, adjustments, electronic payments, and other special projects that arise. This position will also be required to perform training activities applicable to the functions below where applicable to other departments.

Essential Duties and Responsibilities

- Strong communications will be required between the employee and the direct report at all times.
- The employee must understand and apply overall billing processes and procedures.
- The employee will need to understand relevant PRC rules and regulations.
- The position will be required to understand relevant by-laws and policies pertaining to employee and member conduct, and billing transactions.
- The employee will need to have an overall general understanding of the metering, accounting and collection processes while obtaining an in-depth understanding of the billing calculation and related computer processes.
- The position will be required to understand general electricity methodology and work closely with engineering in rate design and application.
- This position must be familiar with reports and other data to ensure the accuracy of the billing system and processes.
- The position will be responsible for the accuracy of the billing control records, rates applied to member's accounts and the billing calculations.
- The employee will need an in-depth understanding of the debt and fuel pass-through processes, allowing proper calculation and application in the billing system.
- This position will operate excel at an intermediate level as excel will be heavily used with billing pass throughs, billing projects and other spreadsheet applications where needed.
- This position will be performing routine audits of the bill calculation, application of rates and verifying accuracy of related data and application therein with engineering, metering, filed rates and Public Regulation Commission Rules.
- This position will also process the monthly Tax Breakdown for the Cooperative.
- The employee will be given the responsibility of processing written and approved billing adjustments for the company (this position will not handle payment transactions over the counter or through the mail of any type due to internal controls unless otherwise instructed).

- This position will exercise strong internal controls in that no one person will be making both adjustments, balancing the control account to the subsidiary and/or taking payments over the counter (unless otherwise directed to do so due to infrequent circumstances-such as an employee that performs that core duty is out and the transaction must be processed prior to employee returning, etc.).
- This position will be asked occasionally to train others within the scope of its position. Departments commonly applicable would-be Member Service Representatives, Dispatch and Member Service Technicians, thus quality verbal communication skills and the ability to give instructions will be required.
- This position will assist members with questions and issues for those questions above the required level of the Member Service Representatives or Dispatch.
- This position will function as back-up for the Capital Credit Specialist.
- Performs other miscellaneous job duties as assigned.

Minimum Qualifications

Bachelor's degree in Business Administration and at least five years' experience in utility billing practices or a combination of education and experience providing equivalent knowledge.

Knowledge, Skills and Abilities

- Must have immense attention to detail.
- Must have the ability to communicate with Managers and other employees.
- Must be able to operate a variety of projects simultaneously and meet established deadlines.
- This position requires a basic knowledge of electricity. Working knowledge of the automated metering reading (AMR) processes and transactions is required as well as basic understanding of accounting methodology.
- Must have an in-depth understanding and application of billing processes and procedures.
- This position requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel and Word.
- Must be proficient in typing and 10-key touch for adding machine and numeric keyboard.
- Must become familiar with CNMEC policies and procedures, the cooperative's service territory and PRC regulations.

Working Conditions and Physical Effort

A person in this position usually has sufficient time to complete most tasks, although interactions may create a stressful environment at times.

- **Physical Effort and Dexterity:** Frequent physical activity to include sitting, standing, walking, stooping, bending, reaching, crawling, lifting and carrying office supplies and equipment under 50 pounds.
- **Machines, Tools and Equipment:** Capable of operating a personal computer, calculator and general office equipment.
- **Visual Acuity, Hearing and Speaking:** Comfortable speaking with individual employees and consumers in person and with telephone and radio. Must be able to communicate clearly and accurately for work and safety compliance.
- **Environment/Working Conditions:** Work is indoors. Normal office safety precautions and practices are required. Position may require travel within the Cooperative's service territory. Regular work schedule is Monday-Friday.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.