

Job Posting

Accounting Technician/Billing

CNMEC has an opening for a qualified Accounting Technician in Billing to join our organization. CNMEC offers competitive wages and an excellent benefits package.

Location: Moriarty, NM

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.

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 be proficient in mathematical skills.
- 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.

Please review the attached job description for more detailed information and the specific qualifications and requirements.

To Apply: Send resumes with a letter of interest to Suzy Edmonds at suzy.edmonds@cnmec.org or PO Box 669, Moriarty, NM 87035. Resumes will be accepted until October 18, 2024.

Central New Mexico Electric Cooperative is an Equal Opportunity Employer