

Job Posting

Accounting Technician/Capital Credits

CNMEC has an opening for an Accounting Technician in Capital Credits 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 capital credit system while following the Cooperative's By-laws, policies and Public Regulation Rules (PRC). This position is responsible for maintaining, with accuracy and balancing, the capital credit system including but not limited to allocations, general retirements, check rewrites, unclaimed research, customer number changes, responding to member inquiries, explaining/obtaining proper documentation to/from members and other special projects that arise. This position will be the lead area of responsibility for Capital Credit processing and accuracy of data therein. 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 the ability to communicate with Managers and other employees.
- Must be able to operate a variety of projects simultaneously and meet established deadlines.
- Must have strong organizational and time management skills.
- Must have an in-depth understanding and application of capital credit 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.

Central New Mexico Electric Cooperative is an Equal Opportunity Employer