



Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting applications for the position of **District Office Clerk/Cashier for the Jemez Springs District Office**. This position will provide accurate and timely data entry required for data processing and computer operations; will perform analysis, interpretation, and collection of member/customer accounts; and will offer that all people visiting the Cooperative have a pleasant, courteous and informed reception. Additionally, this position will ensure that the necessary steps are taken in the handling of cash to provide accurate accounting of transactions.

Required Education Degrees, Certificates, and/or Licenses:

High school diploma or equivalent required. Associate's degree preferable but not required. Valid New Mexico Driver's license or ability to obtain prior to first day of employment required. Must be eligible to be and remain insured as a driver by the Cooperative's group liability policy for the automotive fleet.

Essential Functions/Job Duties:

- Oversees the process of customer/member payments through mail, depositories, and counter and from all Cooperative collectors.
- Receives bill payments over the counter, mail and from depositories.
- Reconciles daily cash/check and payment stub totals.
- Balances cash drawer daily.
- Assures all customer/member calls concerning connects/reconnects; payments collected are handled promptly, precisely and courteously by this department.
- Assures that the service charge, collections of customer/member accounts made by cashier department and other Cooperative collectors are accurate with established policy.
- Process staking sheets and work orders following established billing and accounting procedures.
- Accumulate and process data through appropriate reporting and/or billing method on a timely basis.
- Prepare and distribute service agreements and invoices for new construction accounts.
- Processes all construction and retirement work orders including data entry of materials from staking sheet into UPN.
- Records labor, material, overhead charges and other cost totals charged to work orders.
- Verifies coding of work orders.
- Performs other duties from time to time within the realm of the classification and qualifications.

Job Requirements and Experience:

Skills and knowledge normally acquired through advanced cashiering experience or experience in a related field. Knowledge of computers and software and ability to learn and adapt to new technology. Attention to detail and good oral communication skills required. Must be able to use

office equipment such as cash register, computer, keyboard, copier, printer, fax machine and ten-key.

Only those candidates that possess the criteria listed above will be considered.

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package.

Resumes and applications will be accepted until COB Friday, May 26, 2023. Please contact Dwight Herrera for an application or you can visit our website at www.jemezcoop.org under our careers tab.

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