

Billing Clerk

Tongue River Electric Cooperative (TRECO) is searching for a talented, self-motivated, goal-oriented, hands-on person to fill this position. The Billing Clerk will serve the members and support the goals of Tongue River Electric Cooperative by effectively and efficiently performing any and all functions in support of the billing process.

The major responsibilities include:

- a. Creation and file transfer of the initial meter reading extract file;
- b. Maintain billing integrity by running and reviewing simulated billing report. Post payments received by mail;
- c. Run the delinquent program that generates delinquent notices;
- d. Run follow-up program to create a file used to call and remind members/consumers of potential pending cut-off;
- e. Run cut-off program to create cut-off notices, create collection records.
- f. Calculate adjustments as necessary to correct meter readings, estimated readings and billing errors;
- g. Input all billing and reading adjustments as well as membership fee and deposit adjustments. Understand the impact of each adjustment type on past and future bills, arrears, accounts receivable, penalties and cut-offs;
- h. Understand and apply any miscellaneous charges and other charges;
- i. Understand how to apply, adjust or cancel our ancillary services;
- j. Understand how to transfer an account to the collections agency;
- k. Understand how to write-off an account to bad debt;
- l. Understand the refund check process including check generation;
- m. Understand the system work-flow to verify nightly billing and back-up.
- n. Balance accounts receivable, deposits, patronage and bad debts.
- o. Run month end reports.

If you are interested in this great opportunity, please send a cover letter, resume and three references to the below address. Must be received by January 31, 2019

**Tongue River Electric Cooperative
Attn: Tary Hanson
PO Box 138
Ashland, MT 59003**

EDUCATION:

High School diploma or equivalent is required.

PREFERRED EXPERIENCE:

Previous work experience in an office environment.

Two year Technical Degree in accounting or related field.

Previous work experience in servers, network operating systems and other IT related technologies

QUALIFICATIONS:

Good communication skills, oral and written, and strong attention to detail.

Excellent organizational skills. Ability to adjust to varied duties.

Must be proficient in Microsoft Office.

Must be able to operate general office equipment.

Must be detail oriented and be able to balance both quantity & quality.