**Accountant / Billing Clerk**

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

**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 reports; 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 and 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 miscellaneous charges and other fees
i. Understand how to apply, adjust, or cancel ancillary services
j. Understand how to transfer an account to a 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 workflow to verify nightly billing and backups
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 address below.
**Must be received by October 17, 2025.**

**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 a related field
* Previous experience with servers, network operating systems, and other IT-related technologies

**Qualifications:**

* Good communication skills, both oral and written, with strong attention to detail
* Excellent organizational skills and ability to adjust to varied duties
* Proficiency in Microsoft Office
* Ability to operate general office equipment
* Detail-oriented with the ability to balance both quantity and quality