



Jemez Mountains Electric Cooperative, Inc.

Your Touchstone Energy® Cooperative 

JOB POSTING

Jemez Mountains Electric Cooperative, Inc., (JMEC) is accepting applications for the position of **Assistant Cashier 0-12 months** for the **Espanola District Office**. This position will be responsible for personal performance of work as assigned in the cashiering unit. Responsible for accounting of general fund daily cash collections received over the counter and through the mail, making bank deposits, collecting payments over the counter, taking service orders, accepting new memberships and preparing appropriate reports.

Education: High School diploma or equivalent required. Associate's degree a plus. 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: Assures that the main lobby and drive-through are properly staffed and operating from open to close on a daily basis. Receives bill payments through mail, depositories, counter, and drive-thru and from all cooperative collectors. Balances cash drawer daily and reports any consistent inaccuracy of cash drawer balancing to Cashier. Reconciles daily cash/checks and payment stub totals. Processes service orders to connect/reconnect and disconnect accounts. Processes service orders to reconnect accounts previously disconnected for non-payment. Contact service personnel out in the field via radio for reconnects. Assures all customer/member calls concerning connects/reconnects, payments collected are handled promptly, precisely, and courteously by this department.

Experience, Training, Knowledge, Skills and Abilities: Cashiering experience or experience in a related field required. Knowledge and experience with computers and payment posting software required. Attention to detail and good verbal and written communication skills required. Ability to use office equipment such as a copier, printer, fax machine, and ten-key. Normally have regular hours of work with irregular volume of activity. Some overtime may be required. Sedentary work requiring exertion of up to 10 pounds of force frequently required. Job requires sitting at a computer for extended periods of time. Job also requires repetitive motion with hands and fingers such as dialing, ten key and keyboarding. Must also have a sound knowledge of safe work practices. It is preferred that applicant is a fluent Spanish speaker.

JMEC offers a competitive salary commensurate with qualifications, along with a comprehensive benefits package. For more information on the position please contact Tina Trujillo Archuleta.

Only those candidates that possess the criteria listed above will be considered. Application materials will be accepted until the position has been filled.

Please send application materials to:

Human Resources

P.O. Box 128 Española, New Mexico 87532

505-753-2105 Ext. 1111

505-753-6958 fax

hr@jemezcoop.org or ttrujillo@jemezcoop.org