

Billing Specialist

Ralls County Electric Cooperative RCEC

RCEC is looking for applicants for a Billing Specialist position. The best candidates will have critical thinking skills, be accurate and thorough in their work and have a desire to learn, develop and grow while being a collaborative team player!

RCEC is a not-for-profit electric member-owned distribution cooperative and a fiber optic / ISP. The cooperative is a leader in electric and fiber optic distribution technologies and is headquartered in New London, MO. RCEC serves portions of five Northeast Missouri Counties including Ralls, Marion, Pike, Monroe and Audrain with over 1,400 miles of energized lines and 6,300 meters serving over 4,700 members.

The Fiber Division (Ralls Technologies, LLC) of RCEC offers broadband services to homes and businesses plus fiber transport systems to ensure a reliable network service with a high level of member/subscriber experience satisfaction. The fiber optic network is available to 100% of its membership and is building outside our electric service territory.

This key position's general responsibilities include:

- Processing Electric and all related processes for the Cooperative including maintaining software technology updates.

If you are interested in this great opportunity and meet the qualifications below,

apply confidentially through RCEC at HR@rallstech.com

Resumes received ONLY through the HR@rallstech.com email address will be considered.

RCEC offers excellent benefits including a pension plan and healthcare. Joining the co-op family will prove to be a welcoming, friendly experience where employees are focused on providing the best service to all members and subscribers. Join this unique, not-for-profit business that truly values its team players and encourages life-long learning and development.

QUALIFICATIONS:

EXPERIENCE: Minimum of five years of experience working in an accounting or billing capacity. Experience working with computers is required.

EDUCATION: Minimum of a high school diploma or equivalent. A degree in accounting is preferred.

JOB DUTIES:

Must be capable of performing billing functions for the Cooperative and its subsidiary in an accurate and timely manner.

- Must be able to adhere to a calendar and meet deadlines.
- Must be able to maintain records and report accurate information on a regular basis.
- Must be able to maintain confidentiality.
- Must be able to stay informed regarding billing software enhancements and issues.
- Must have good communication skills.
- Must be regular in work attendance.
- Must maintain accurate records.
- Must project professionalism in all aspects.
- Other duties as assigned.

RCEC is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status

USDA is an equal opportunity provider, employer, and lender.