

Bandera Electric Cooperative, Inc.
P. O. Box 667
Bandera, Texas 78003
830/796-3741

INTERNAL/EXTERNAL TEMPORARY POSITION VACANCY NOTICE

Department: Member Accounts – Bandera/Comfort Business Office

Job Title: Member Accounts Associate – Full time temporary with the potential to transition to full time regular employment.

Position Summary: Perform with various degrees of supervision numerous routine and specialized duties involving orderly operation of the Cooperative's daily business. Assist in monitoring and maintaining member/owner records. Ability to prepare, receive, process, and/or monitor member/owner bills, problems, complaints, and issues. Assist in the process of new line extensions, applications and service transfers, connects and disconnects. Operate personal computer, calculator, two-way radio, and other office equipment.

Reporting Relationships:

Reports to: Member Accounts Supervisor
Supervises: None
Directs: None

External Relationships: General public, members/owners, other utilities.

Job Knowledge, Training and Experience: A high school diploma or equivalent is required. Must obtain or have basic knowledge and understand the electric cooperative concept and its history, safety rules and regulations, Cooperative Policy Handbook, computer system and programs and how to efficiently apply to necessary tasks. Must have a valid Texas driver's license and current insurance. Must be able to effectively communicate with fellow employees and members/owners and to express oneself orally and in writing, in English, with tact and diplomacy. Bilingual in Spanish is preferred. Must be a self-starter, be able to perform duties with little or no supervision and have the ability to follow instructions well. Individual must adhere to all federal, state and local laws, including environmental laws, which might apply to BEC and its operations. Receive, and/or process monies, monitor member/owner accounts, including metering, billing past due notices and returned check notifications, deal with member/owner problems and issues, monitor material inventory, and take and process new line extension applications, transfers, connects and disconnects. Keep informed of modern up-to-date methods in order to correctly perform first aid procedures, including artificial resuscitation. Must be able to carry out a variety of activities that require a high degree of accuracy and attention to detail. Incumbent must be able to pass a pre-employment credit/criminal background check and drug screening.

Deadline: June 28, 2010.

Note: Please complete a BEC employment application and forward to Human Resources.