

CONSUMER ACCOUNTS CLERK

Southern Pioneer Electric Company is seeking a professional individual for a full-time **Consumer Accounts Clerk** position in the Liberal office. Responsibilities include filing, processing mail, receiving visitors, operating telephone, and other office machines. Successful applicant will assist with processing service applications, recording payments and responding to billing inquiries. Interested candidates must have excellent interpersonal communication skills, proficient in the use of Microsoft Word/Excel, a high degree of accuracy and attention to detail, enjoy public contact and ability to work with a variety of consumers under differing circumstances. The ability to read and speak Spanish is highly preferred. Southern Pioneer Electric offers a competitive compensation and benefit package.

Finalist will be required to successfully pass a post-offer physical examination and alcohol-drug test, and possess a valid Kansas driver's license and high school diploma or equivalent. At time of employment, must reside in the Southern Pioneer Electric service territory.

Applications and resumes may be mailed to Southern Pioneer Electric, ATTN: Human Resources, PO Box 430, Ulysses, KS 67880 or emailed to mmorales@pioneerelectric.coop. Deadline for submission of resumes and/or applications is April 7, 2021. To complete an application online, please visit www.southernpioneer.net.