

South Kentucky RECC is currently accepting resumes for
Cashier
For the Russell County Office

SPECIFICATIONS:

EDUCATION: High school diploma or GED (or equivalent). Must be familiar with computers and have a minimum of one year experience in a Cashier function or accounting experience.

SKILLS REQUIRED:

Must be able to or have the ability to learn the operations of PC's, facsimile machines, copiers, telephones, credit card machines, printers, calculators, postage machines, cash registers and RTM machine. Must have a valid Kentucky driver's license. This position requires neat and legible handwriting and above average verbal communication skills.

DUTIES INCLUDE:

Responsible for opening vault each morning to retrieve cash drawers and balance at the end of each day. Responsible for processing night deposit billings. Preparing and balancing of daily receipts and sending to Accounting. Processing all bills and posting to the proper accounts. Greet and assist members by answering questions, providing information, and directing them to the proper areas as needed. Assist members with all questions including billing questions, high bill complaints, payment arrangements and member services programs. Process credit card payments via telephone. Process in house purchases (ie: clothing purchases, etc.) Assist with auditorium bookings and payments. Employee will strive to foster a positive working environment with co-workers. Establish and process all types of Service Orders including New Connects, Disconnects, Staking, Misc., etc. and provide the paperwork including POA and work order numbers. Also use the Ami system to read meters and connect and disconnect accounts. Set up locations and location information. Process pre-bills for billing. Log into the Call Center and assist members via telephone and use the Outage Management System in emergencies. Accept applications for Capital Credits (Estate Refunds). Establish bank and credit card drafts. Process returned mail. Assist servicemen on the radio and telephone. Other duties as assigned by Manager or Supervisor.

WORKING CONDITIONS: This position is an indoor job with limited outside exposure.

PHYSICAL DEMANDS:

Rarely is required to climb (ie: ladders) or operate equipment other than office type equipment. Sometimes required to drive vehicles when making deposits, assisting district offices or for training outside the Cooperative. This position is required frequently to sit (operating cash register, computer, etc.), stand (putting up mail, communicating with Service Center, etc.) and walk (picking up reports, etc.). Some stooping and bending (retrieving and putting up cash drawers) is required. Eye-hand coordination is required for this position (ie: operating computers, calculators, RTM machine, etc.) Accuracy and attention to detail is a required expectation of this position (ie: balancing cash drawers at the end of every day). Occasionally required to work under pressure to meet deadlines or work outages. Overtime is expected and can be on a last minute notice.

BENEFITS: Health, dental, 401k, vacation, holiday and others available.

Send application/resume by **Thursday, March 23, 2017** to:
Karen Black
H.R. Manager

EOE/M/F/Vet/Disability