

## **SIERRA ELECTRIC COOPERATIVE, INC. JOB OPENING**

Job Title: Bookkeeper/Accountant  
Class: Full Time

**Primary Duties:** Under the direction of the Finance Manager, the Bookkeeper/Accountant is responsible for keeping a complete and systematic set of records and ledger accounts to record financial transactions and show financial status of the system; processes payroll, accounts payable, and prepares reports and financial statements. As needed, provides company-wide and departmental support as directed and any other functions and requirements deemed necessary by the supervisor.

**Primary Qualifications:** A bachelor's degree in accounting or related Business Field is preferred and/or up to five years of experience in the accounting field. The individual must have the ability to manage a variety of diverse general office, clerical and accounting assignments, and work with the Cooperative's computerized accounting system. Work primarily in an office environment but may include trips to field locations.

**Desired Qualifications:** Knowledge of the financial, administrative, and regulatory standards, rules and regulations that control business operations. Must have strong background of computer systems including but not limited to word processing, spreadsheet, database, and accounting systems.

**Starting Pay:** Based on Experience.

**How to Apply:** Submit resume and application at 610 Hwy 195, Elephant Butte, New Mexico or mail resume and application to Sierra Electric Cooperative, Inc. P O Box 290, Elephant Butte, New Mexico 87935. Applications are available at 610 Hwy 195, Elephant Butte, New Mexico, or Sierra's website: [sierraelectric.org](http://sierraelectric.org).

**Deadline:** Application/Resume must be received by 5:00 p.m., Friday, March 29, 2024.