

**Position Title: Administrative Clerk (Temporary)**

**Company Name:** Taylor Electric Cooperative, Inc.

**Location:** 226 County Road, Merkel, TX 79536

**Posted:** November 8, 2021

**Job Type:** Part-Time / Temporary

**Position Summary**

Taylor Electric is seeking a temporary Administrative Clerk to work part-time until March 2022. The mainstay of work involves receiving, organizing and processing member payments on a daily basis. One must possess a basic understanding of debits, credits and account balancing. The ability to focus on a single, redundant task and follow directions effectively are a must.

**Education/Experience**

- Accepting all experience levels for consideration. Bookkeeping or similar experience is preferred.
- High school diploma or equivalent is required.

**Certification/Requirements**

- Must possess a current Texas driver's license and maintain an insurable driving record.
- Must be able to complete and pass CPR and First Aid training.
- Must be able to meet or exceed the requirements outlined in the attached job description.

**Please see full job description below for further details.**

Taylor Electric is an equal opportunity employer and drug-free workplace that has been in existence since 1939. We serve the Big Country area with a strong business acumen toward our members.

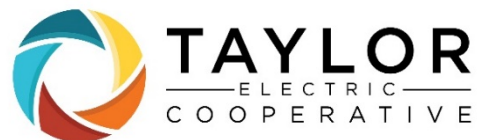
**To apply please complete a job application and return to**

Contact Person: Allison Griffin, HR Generalist

Email Address: [HR\\_Personnel@taylorelectric.coop](mailto:HR_Personnel@taylorelectric.coop)

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# JOB DESCRIPTIONS

## Taylor Electric Cooperative, Inc.

**Job Title:** Administrative Clerk (TEMPORARY)  
**FLSA Status:** Non-exempt  
**Job Codes:** TEC: 17Q | NRECA: 33-0500

**Department:** Finance & Accounting  
**Sub-department:** Billing & MSR  
**Date Revised:** August 6, 2021

### 1. Objective

- a. Receive, organize and properly post payments to member accounts in accordance with Finance and Accounting procedures.
- b. Maintains consistent payment applications in support of timely cash flow for the Cooperative.
- c. All above objectives area expected to be performed with the Cooperative's best interest in mind and in line with the Core Values.

### 2. Essential Job Functions

- a. Open and organize mailed payments into batches for posting
- b. Process and post member payments daily
- c. Create bank file reports for accounting review
- d. Answer member calls and assist with problem resolution under direction of senior staff

### 3. Reports to

- a. Billing & MSR Manager

### 4. Supervises

- a. This is not a supervisory position.

### 5. Job Specifications

- a. Mathematical Skills – Must have the ability to work with basic mathematical concepts and have a general understanding of debits, credits and account balancing.
- b. Reasoning Ability – Must have the ability to solve practical problems.
- c. Language Skills – Must have the ability to read, write and speak the English language.
- d. Communication Skills – Must be able to understand written instructions
- e. Computer Skills – Must have a basic working knowledge of personal computer skills.
- f. Other Skills – Must have a basic working knowledge of 10 key operation.
- g. Personal Characteristics – Work requires the ability to follow specific instructions and guidelines. Must be a team player and able to work independently. Must represent the Cooperative in a positive manner.
- h. Physical Characteristics – Must be able to use hands, fingers, and arms and possess general dexterity to operate a personal computer and general office equipment. Will also use hands and arms for grasping, reaching or holding items. Must be able to lift up to 10 pounds. Must be able to sit for long periods of time. Must have near vision and the ability to focus for use of a personal computer.
- i. Working Conditions – Majority of work takes place in a controlled office environment with moderate noise levels and climate control.
- j. Working Hours – Work week will consist of four (4) to five (5) hour shifts in the morning time from Monday through Friday, not to exceed 20 hours per week.

**6. Education and Experience**

- a. High School diploma or equivalent is required.

**7. Licenses and Certificates**

- a. Must possess a current driver's license and have and maintain an insurable driving record.
- b. CPR and First Aid Certification (on-job training provided)

**8. Remarks**

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by management.
- b. This position is not eligible for a telecommuting arrangement.