



# Lumbee River Electric Membership Corporation

P.O. Box 830, Red Springs, NC 28377 Phone: (910) 843-4131 Fax: (910) 843-2079

## POSITION SPECIFICATIONS

### Consumer Accounting Specialist

- Education:** A.A. degree in computer science, information technology, or business or equivalent required. Other disciplines may be considered if background includes substantial related and progressive job experience. Training in computer operations desirable
- Experience:** Must possess 2 to 3+ years of successful experience in computer operations, business systems, or information systems. Must have understanding of basic math skills, accounting procedures, and personal computers.
- Job Knowledge:** Knowledge of computer operations, program testing, billing systems and other basic business operations required. Must be able to acquire knowledge of cooperative rates within a reasonable length of time. Background in the electric utility industry helpful.
- Abilities and Skills:** Must be able to process data with speed and accuracy on a PC terminal and a calculator. Must possess the ability to perform duties on an individual basis with minimal direct supervision. Must work and deal with all system users and consumers effectively. Work requires attention to detail with a high degree of accuracy. Working knowledge of a personal computer and accounting principles required. Must be able to operate and perform minor maintenance to remittance system equipment. Must possess the ability to work in a disciplined but dynamic environment with all levels of customers, management, and associates. Excellent planning, organizational and team skills required. Must be able to maintain confidentiality of corporate records on a continual basis. A valid NC driver's license is required.
- Working Conditions:** Normal office working conditions. Occasional overtime required.

Applicants chosen will be subject to medical examination, drug screen, and criminal background check.

**Interested applicants should forward resume with a cover letter to:**

Vice President of Human Resources     **or**  
Lumbee River EMC  
P. O. Box 830  
Red Springs, NC 28377

Email: [jackie.harding@lumbeeriver.com](mailto:jackie.harding@lumbeeriver.com)  
Fax: 910-843-2079