



Apply at: <http://www.sciremc.com/careers>

Billing Specialist

Apply on or Before August 11, 2021

South Central Indiana REMC

SCI REMC is looking for applicants for a Billing Specialist position. The best candidates will have critical thinking skills, be accurate and thorough in their work and a desire to learn, develop and grow while being a collaborative team player!

South Central Indiana REMC (SCI REMC) is a not-for-profit electric distribution, fiber services, member-owned cooperative. The cooperative is a leader in distribution technology and is headquartered in a new and progressive facility in Martinsville, Indiana. SCI REMC serves seven counties including Morgan, Monroe, Owen, Brown, Johnson, Putnam, and Clay with over 3,650 miles of energized lines and 33,905 meters serving 29,100 members.

The Fiber Division of SCI REMC offers quality broadband services to homes and businesses plus fiber transport systems to ensure a reliable network service with a high level of member/subscriber experience satisfaction. The implementation project is about half completed and is fast moving with nearly 6,000 residential members connected in the first two years and continues to grow quickly.

This key position's general responsibilities include:

- Processing Electric & Fiber billing and all related processes for the Cooperative including maintaining software technology updates.

If you are interested in this great opportunity and meet the qualifications below, apply confidentially through the SCI REMC website – www.sciremc.com/careers

APPLY on or before AUGUST 11 to be considered

Resumes received ONLY through the SCI website will be considered.

SCI REMC offers excellent benefits including a pension plan, 401(k) matched savings, healthcare, HSA with a generous employer contribution and much more. Joining the co-op family will prove to be a welcoming, friendly experience where employees are focused on providing the best service to all members and subscribers. Join this unique, not-for-profit business that truly values its team players and encourages life-long learning and development.

QUALIFICATIONS

EDUCATION: Minimum of a high school diploma or equivalent.

EXPERIENCE: Minimum of five years of experience working in an accounting or billing capacity. Experience working with computers is required.

POSITION**QUALIFICATIONS:**

- Must be capable of performing billing functions for the Cooperative and its subsidiary in an accurate and timely manner.
- Must be able to adhere to a calendar and meet deadlines.
- Must be able to maintain records and report accurate information on a regular basis.
- Must be able to maintain confidentiality.
- Must be able to stay informed regarding billing software enhancements and issues.
- Must have good communication skills.
- Must be regular in work attendance.
- Must maintain accurate records.
- Must project professionalism in all aspects.

SCI REMC is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.