

Wyrulec Company is an electric distribution cooperative located in Torrington, Wyoming. We currently have an opportunity for an Accounting Clerk to join our team. The Accounting Clerk works under the direct supervision of the Office Manager and is responsible for the administration of Accounts Payable and General Accounting. This is a full-time, non-exempt, hourly position. This is not a remote position.

**Primary job duties include, but are not limited to the following:**

- Keeps a complete and systematic set of records of Cooperative's business transactions.
- Balances and reconciles all bank accounts.
- Balances, reconciles and processes accounts payable and general ledger, and prepares corresponding reports.
- Prepares or assists Office Manager with the preparation and filing of monthly, quarterly, and annual reports.
- Assists management with preparation and data entry of the annual budget.
- Performs receptionist and customer service duties in person and by telephone.
- Expected to maintain and develop knowledge of RUS and general accounting methods and procedures.
- Adheres to safety rules and practices.

**General Abilities and Skills:**

- Must have the ability to calculate interest and interpret amortization and depreciation schedules.
- Must have the ability to perform under pressure to meet specific deadlines.
- Must perform work with a high degree of accuracy and attention to detail.
- Must maintain sensitive information with a high level of confidentiality.
- Must display a high standard of ethical conduct.
- Must be courteous and display tolerance and tact with all employees of the cooperative as well as members of the public.
- Required to comprehend both cash and accrual accounting methods and procedures.

**Qualifications Required:**

**Education and/or Experience:**

- High School Diploma or certificate of equivalency (GED).
- Bachelors Degree in accounting or business preferred, or 5 years minimum work experience in an accounting or business-related position.
- General knowledge of Computer Operations including: Windows 10, Microsoft Outlook, Microsoft Office, Adobe Acrobat, Internet Access.
- Advanced proficiency in Microsoft Excel required.
- Strong customer service skills required.

**Essential Job Functions and Requirements:**

- Must be able to remain in a stationary position up to 50% of the work day.
- Requires frequent operation of keyboards, computers, printers, telephones, and other office equipment.
- Must be able to communicate effectively in English, both orally and in writing.
- Must be able to lift up to 50 pounds to a height of 3 to 4 feet and carry it a distance of 10 feet.
- Must have a valid driver license.

Wyrulec Company offers a competitive salary based on experience, and a benefits package including retirement and medical/dental/vision insurance. A background check will be required.