



Cloverland
ELECTRIC COOPERATIVE

www.cloverland.com

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Cloverland Electric Cooperative is seeking Applicants for Accounts Payable Specialist

The position of Accounts Payable Specialist is open for application. This position is a non-exempt, non-union position. See job description for full detail.

Applicants should possess the following qualifications:

- **High school diploma or GED required.**
- **An associate's degree in accounting is preferred.**
- **Background in the basics of accounting principles.**
- **3-5 years of previous work experience desired, preferably working in an accounting department.**
- **Proficient with computers including MS-Office software.**
- **Must be proficient with Excel software.**
- **Strong written and verbal communications skills.**
- **Excellent organizational and planning skills.**

To be considered for this position send a resume and a letter of interest to Rebecca Mills, Human Resources Manager, by 4:30 on Friday June 15, 2018.

Wages commensurate with experience.

Cloverland Electric Cooperative is an equal opportunity employer.