



OFFICE ASSOCIATE

McLean Electric Cooperative is seeking a full-time Office Associate in our Garrison Office to perform a variety of accounting and billing functions to serve our members. The ideal candidate for the position should have excellent interpersonal and communication skills and be dedicated to excellent customer service!

Responsibilities May Include:

- Answering phone calls, processing member payments and member bill inquiries
- Processing, reconciling and closing work orders and materials associated with work orders
- Reconciling general ledger accounts
- Work with and assist other departments as necessary
- Other assigned duties as needed

Ideal Candidate:

- Strong communication and customer service skills
- Impeccable attention to detail and accuracy
- Strong organizational skills
- Time-management and task prioritization abilities
- Excellent work ethic
- Knowledge in Microsoft Office products
- Ability and willingness to learn new software skills relevant to our industry
- Accounting/bookkeeping experience a plus
- Be able to work well independently and as a team player

McLean Electric offers a robust benefits package. This includes medical, dental, vision, paid vacation, sick leave, 401(k), pension, and life insurance coverage. Working hours are primarily Monday through Friday, 8:00 AM to 5:00 PM.

To apply, download an employment application from www.mcleanelectric.com under My Cooperative-Careers. Submit the completed application along with a cover letter and resume to:

McLean Electric Cooperative
Attn: Tonya Graeber
PO Box 399
Garrison, ND 58540

or email to tonyamg@mcleanelectric.com

The application deadline will be the end of the day, August 28, 2025.

McLean Electric Cooperative is an Equal Opportunity Provider and Employer.