

**K.C. ELECTRIC ASSOCIATION**  
**Job Description**

Title: **Cashier/Receptionist**

Department: Finance and Accounting

Reports to: Office Manager

**Revised:** January 13, 2025

Salary Range: \$23.08-\$32.98 /hour

**Summary:** Works under the direct supervision of the Office Manager. Professionally renders prompt, courteous, and reliable service to member consumers that will promote good will between the cooperative and the consumers during both personal contacts and via telephone. Types documents, gives information to callers, collects, and processes payments, and does other clerical work by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Collects electrical energy payments, fees, deposits, advances, and all other monies required by the Association over the counter and in the mail.
2. Maintains cash drawer and balances daily and makes daily deposit sheet. Prepares summaries of consumer payments and transactions daily.
3. Types routine correspondence, contracts, forms, reports, and other documents.
4. Maintain an inventory of office supplies and orders additional office supplies as needed.
5. Answers telephone providing information to the caller or transfers call to appropriate individual. Places outgoing calls as necessary.
6. Ensures that the telephone is always attended.
7. Operates two-way radio, relays messages to proper department, and assists in dispatching in normal and adverse conditions.
8. Attends monthly safety meetings.
9. Greets members and office visitors, ascertains nature of business, provides information, and/or directs to appropriate person.
10. Takes messages for the Association staff. During outages, relays information to the Operations Department.
11. Checks account information for consumers using company computer.
12. Assists at the annual meeting.
13. Routinely interrogate and verify with the AMI system that all meters are reporting correctly.
14. Must be familiar with and able to set up consumers on a prepay account.

**Other Requirements:**

Must maintain a working knowledge of the current bylaws, rules and regulations, company policies and operating procedures of the cooperative.

Must work as a member of a team with other employees to achieve the goals and objectives of the cooperative.

Must be able to proficiently operate office equipment including but not limited to copy machines, calculators, and a variety of printers.

Submits to random drug testing, as per Association policy.

Shall understand and apply all OSHA and Association regulations and safety rules necessary to perform the job requirements.

Must become proficient in the use of the cooperative's data processing system.

**Supervisory Requirements:**

Directly supervises no employees.

**Qualification Requirements:**

To perform this job successfully, an individual shall be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

High school diploma or its equivalent preferred. Previous job experience or additional education is desired. Knowledge of the data processing needs of a rural electric utility is desirable.

**Language Skills:**

Shall have the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Shall be able to write routine reports and correspondence. Shall have the ability to speak effectively before groups of customers or employees of the Association.

**Mathematical Skills:**

Shall have the ability to calculate figures and amounts such as discounts, interest, proportions, and percentages. Shall have the ability to apply concepts of basic algebra and geometry.

**Reasoning Skills:**

Shall be able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Shall be able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Shall have considerable skill in effectively dealing with a variety of people under difficult circumstances.

**Other Skills and Abilities:**

Shall be proficient on the office equipment provided to perform the essential job duties.

Shall have good computer knowledge with skills in a spreadsheet program, a database program and a word processing program.

Shall understand billing, collection, organization, and other procedures, to meet deadlines required for the monthly accounting cycle. Knowledge and experience with electronic data processing systems is helpful.

Knowledge of an experience with accounting software and customer revenue systems.

Ability to communicate with other departments in a professional manner.

Must be dependable, detail oriented, team-player with good communication skills.

**Certificates, Licenses, Registrations:**

Colorado Driver's License  
Valid First Aid and CPR cards

**Physical Demands:**

The physical demands described here are representative of those that shall be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle, feel, or operate objects, tools, machines, or controls; and to reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk, climb or balance, and to stoop, kneel, crouch, or crawl.

The employee shall frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

**Work Environment:**

The work environment is characteristic of a general office setting.

**Date Accepted:** \_\_\_\_\_  
\_\_\_\_\_ **Employee**