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## **BILLING SPECIALIST**

Pioneer Electric is seeking one professional individual for the full-time **Billing Specialist** position. Responsibilities include filing/scanning, receiving telephone calls, submission of sales tax documents, and preparation of members/consumer bills. Interested applicants should possess advanced computer skills, also have excellent interpersonal communication skills, proficient in the use of Microsoft Word/Excel, have a high degree of accuracy and attention to detail, enjoy public contact and ability to work with a variety of consumers under differing circumstances. Pioneer Electric offers a competitive compensation and benefit package.

Finalist will be required to successfully pass a post-offer physical examination and alcohol-drug test, and possess a valid Kansas driver's license. At time of employment, must reside in the Pioneer Electric service territory.

Applications should be completed online at [www.pioneerelectric.coop](http://www.pioneerelectric.coop) and resumes may be mailed to Pioneer Electric, ATTN: Human Resources, PO Box 368, Ulysses, KS 67880, hand-delivered to Pioneer Electric, 1850 W. Oklahoma, Ulysses, Kansas, or emailed to [mmorales@pioneerelectric.coop](mailto:mmorales@pioneerelectric.coop). **Deadline for submission of resumes and/or applications is December 18, 2017.**