

WASHINGTON ELECTRIC COOPERATIVE, INC.

ASSISTANT DIRECTOR OF FINANCE

POSITION OPENING

WEC was founded in 1939 to bring electricity to rural Vermont communities and to provide our members with a voice in their energy future. WEC continues today with that same spirit as our pioneering founders with a commitment to our environment, communities, and our member-owners. We are a not-for-profit cooperative utility serving our member/owners in 41 towns in central Vermont's rural landscape.

WEC is seeking a highly motivated and enthusiastic individual to fill the role of Assistant Director of Finance. This position reports directly to the Director of Finance & Administration.

General Summary of Job Responsibilities:

The Assistant Director of Finance is responsible for a variety of functions to ensure the smooth operation of the Accounting Department and the timely preparation of the financial reports necessary for compliance with reporting regulations. They oversee and coordinate preparation and maintenance of confidential employee payroll records; oversees and coordinates employee benefit programs; assists in the coordination, investigation, and reporting of all insurance matters, including worker's compensation-related injuries, vehicle accidents and property damage.

Qualified applicants must possess at a minimum, an associate degree in accounting, or its equivalent. Preferably, a minimum of four (4) years accounting experience in an electric utility environment working with the uniform system of accounts required by the Rural Utilities Service (RUS) is desired. Applicant should also be highly organized and proficient with Microsoft Office and be able to multi-task, maintain confidentiality, work independently, with a high degree of accuracy.

WEC seeks a dynamic and innovative team player who will work cooperatively with others and work on behalf of members with respect and passion. Courtesy in dealing with members, Board Directors, co-workers and others, adaptability, and willingness to acquire new skills, professional attitude and interest in work, and attention to general work rules and safety procedures are essential characteristics of the ideal candidate.

Submit letter of interest to Teia Greenslit, Director of Finance & Administration, PO Box 8, East Montpelier, VT 05651, or teia.greenslit@wec.coop.

WEC is an Equal Opportunity Provider and Employer.

Date of Posting: October 13, 2022

Hourly Pay Range: \$28.62 - \$43.46

Anticipated Start Date: As soon as possible

Application Deadline: Applications will be accepted until the position is filled.

[To view position description, please click here.](#)