

WASHINGTON ELECTRIC COOPERATIVE, INC.

JOB POSTING

UNION VACANCY

WORK ORDER CLERK/PLANT ACCOUNTANT

General Summary of Job Responsibilities:

This position is responsible for maintaining accurate records regarding type, location and value of the Cooperative's transmission and distribution system assets in accordance with the Rural Utilities Service (RUS) Accounting Guidelines. The position will perform verification and material reconciliation of distribution and transmission jobs to tabulate, and process cost data for construction and retirement work orders, and other maintenance and customer work. This position also maintains pole attachment records and prepares annual billings. The ideal candidate will have experience with utility construction terminology as well as working knowledge of RUS construction units, material units and record units. Excellent oral and interpersonal relations skills are required to work effectively with the public, co-workers, and members.

Essential characteristics of the ideal candidate include courtesy in dealing with members, co-workers, and others; exhibiting a professional attitude and interest in assigned work; a proficiency at initiating and/or completing daily job-related paperwork; and a safety-oriented attitude. Being able to work independently is also a plus. The qualified candidate must possess an Associate Degree in a related field, such as business management, electrical engineering or accounting or have a minimum of four years' practical experience in materials management, and/or utility plant accounting or equivalent experience as approved by WEC. Proficiency with computers and Microsoft Office 365 applications required.

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

Washington Electric Cooperative is an equal opportunity provider and employer.

Date of Posting: March 10, 2026

Salary Range: \$27.66 to \$36.80

Days and Hours of Work: As outlined in the union contract.

Anticipated Start Date: On or after March 23, 2026

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