

JOB ANNOUNCEMENT

PAYROLL CLERK

Pontotoc Electric Power Association is the second oldest rural electric cooperative in the United States, providing electric power to more than 20,400 member accounts in portions of Calhoun, Chickasaw, Lafayette, Lee, Pontotoc, and Union counties.

The payroll clerk is responsible for accounting functions and preparation of reports necessary for the management of financial affairs of the Association, the employee semi-monthly payroll, and certain insurance/benefit programs.

This position requires the ability to work with a very high level of accuracy and organizational skills, and to maintain confidential information in a strict manner. A Bachelor's degree in Accounting is preferred. Proficiency with Microsoft Word and building spreadsheets with Microsoft Excel required.

- Full-time position
- Salary based on qualifications and experience
- Competitive benefits package

To apply for this position, please complete an application for employment at Pontotoc Electric's office at 12 South Main Street, Pontotoc, MS, between the hours of 7:30 a.m. and 4:30 p.m. Applications will be received until 4:30 p.m. on Friday, January 19, 2024. All properly submitted applications will be considered but only the most suitable candidates will be interviewed.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.