



Eastern Maine 
Electric Cooperative
A Touchstone Energy® Cooperative 
The power of human connections®

*Serving the
Eastern Border
of the United States*

Assistant Billing Clerk

Eastern Maine Electric Cooperative, Inc. is accepting applications for an assistant billing clerk. The candidate should be an energetic, friendly, courteous, and team orientated person.

Responsibilities include but not limited to:

- Answering consumer inquires
- Explaining and discussing electric bills with consumers (on the phone, in person, or through written correspondence)
- Manual or automated posting of meter readings to accounts
- Administering an automated meter reading system
- Balancing payments (cash, checks and credit cards)
- Other duties

Preferred Skills:

- Basic understanding of bookkeeping
- Data entry
- Basic Microsoft Word and Excel knowledge and skills
- Ability to prioritize multiple tasks
- Outstanding attention to detail is essential
- Adaptability at learning new software and changing procedures
- Ability to analyze and troubleshoot different situations

Hours of work are Monday through Friday 8:00 am – 5:00 pm. EMEC offers a comprehensive benefit package.

Please send resume, application, and references by September 2, 2022. Applications are available at emec.com or at the Co-op's main office.

Eastern Maine Electric Cooperative, Inc.
Attention: Human Resources
P.O. Box 425
Calais, Maine 04619
Fax (207) 454-8376
Email - hr@emec.com

Equal Opportunity Employer