



603 West Park Street  
Sheldon, Iowa 51201  
712-324-5061 or 1-800-352-4907

## **JOB OPPORTUNITY**

### **PROGRAM: ACCOUNTING**

**Company: Cooperative Energy Company**  
1708 Pierce Avenue  
Box 254  
Sibley, IA 51249

#### **ACCOUNTING ASSISTANT:**

Prepare daily accounts receivable. Post payments received to each customer's account in Oakland and Excel. Prepare and mail invoice copies. Assist with processing month end account statements. Assist with answering telephone calls. Monthly bank reconciliations. Help with other duties in the office as deemed necessary by the CEO or CFO.

#### Qualifications Required:

Associate degree in Accounting.  
At least 2 years' accounting experience.  
Computer efficiency

Experience with Oakland Accounting Software is preferred, but not required.  
Cooperative Energy offers a pension plan, 401K, health/short term disability/life insurance, paid time off, paid holidays, and incentive bonus.

Apply: Please contact our CFO, Wade Netten, at: 712-754-5197 or email your resume to [w.netten@coopenergyco.com](mailto:w.netten@coopenergyco.com) You can also download an application from our website: [www.coopenergyco.com](http://www.coopenergyco.com). You can also send your resume or stop in our office at: 1708 Pierce Avenue, Box 254, Sibley, IA 51249.