

**PIERCE PEPIN COOPERATIVE SERVICES  
ELLSWORTH, WISCONSIN**

**POSITION OPENING**

**ACCOUNTANT**

Pierce Pepin Cooperative Services (PPCS), located in Ellsworth, WI, seeks an Accountant to join our team. This part time position allows for flexible scheduling and may also be used as an internship for a current student. PPCS is a growing electric cooperative that serves 7000 members in western Wisconsin. SwiftCurrent Connect, our fiber broadband subsidiary, provides fiber internet to over 5,000 customers and is rapidly expanding. With convenient access to the Twin Cities metro areas of Minneapolis/St. Paul, MN, living and working in our service area provides tremendous opportunities for professional and personal rewards. PPCS is seeking a dynamic individual looking for new challenges and a willingness to help PPCS members Live Better®.

**Essential Job Duties**

The Accountant position supports the Finance team by assisting with daily, monthly, and project-based accounting and administrative activities. This position will gain hands-on experience in accounting operations while supporting the accuracy and efficiency of financial records and processes.

- Process accounts payable invoices on a daily basis in accordance with established procedures.
- Process and reconcile credit card transactions to ensure accuracy and compliance.
- Complete miscellaneous receivables processing as part of month-end close activities.
- Maintain purchase orders and work orders, including updates and routine monitoring.
- Submit invoices to the state for grant reimbursement in a timely and accurate manner.
- Assist with monthly work order close activities and related documentation.
- Assist with record retention efforts in accordance with organizational policies.
- Participate in physical inventory of general plant assets as needed.

**Knowledge, Skills, and Abilities**

- Must have a high school diploma or equivalent. Pursing or completed an associate or bachelor degree in accounting, finance, business administration or related field.
- Must have basic understanding of accounting principles, including accounts payable and general ledger concepts.
- Must have the ability to work with financial data accurately and maintain attention to detail.
- Experience working in a team-oriented, collaborative environment.

**Conditions of Employment**

- Must be able to meet physical requirements of the position.
- Occasional travel may be required.
- Must be able to pass a physical exam, including drug and alcohol testing.
- Must be able to pass a background check.

Candidates seeking a permanent part-time position (<20 hours per week) or a full-time internship (40 hours per week for 4-6 months) are encouraged to apply.

**How to Apply**

To apply, please email a cover letter and resume to Charity Lubich, [clubich@piercepepin.coop](mailto:clubich@piercepepin.coop). A full position description can be reviewed at [www.piercepepin.coop/careers-ppcs](http://www.piercepepin.coop/careers-ppcs).

PPCS is an Equal Opportunity Employer and values diversity.