



Temporary Administrative Assistant-MLP McGrath, AK

*MTNT gives employment preference to shareholders and descendants of shareholders

Location: McGrath, AK

Reports To: General Manager – McGrath Light and Power

Position Summary

This position is responsible for providing administrative and accounting support to McGrath Light & Power and MTNT. Provides service to MLP customers on account billing inquiries and questions. Assists on regulatory reporting for MLP. Produces monthly electricity billings as well as provides customer service to all MLP customers.

Education and Experience

- High School Diploma or GED
- 2 years of progressive experience in an Office Accounting setting
- Knowledge of Regulations of a regulated utility in the State of Alaska preferred or ability and desire to learn
- Computer proficiency with knowledge of MS Office, Accounting software and Utility billing software applications or ability and desire to learn
- In order to comply with company vehicle insurance policy requirements, the successful applicant must have and maintain a valid driver's license
- Become a Licensed Notary within 60 days of hire

Key Competencies and Abilities

- Excellent customer service skills, including the ability to interface with all levels of employees, customers and vendors
- Ability to prioritize work load and to work independently with minimal supervision
- Maintain internal controls
- Excellent verbal and written communication skills
- Ability to multi-task and work in a team environment
- Attention to detail
- Critical thinking skills
- Professional personal presentation
- Punctuality and good attendance required

Essential Job Functions

Accounts Payable:

- Routing for approval, tracking and submitting to Anchorage for processing

Accounts Receivable:

- Enter, post and deposit all monthly rent payments for MTNT McGrath rental properties
- Tracking of receipts
- Accounts Receivable research
- Tracking past due/delinquent electric accounts
- Enter and post electric payments in the utility billing software

Payroll Process:

- Ensure all timesheets are received for biweekly payrolls and submitted to
- Anchorage for processing

Monthly Utility Billings:

- Maintain customer accounts in the utility billing software i.e. move-ins, move-outs
- Ensure all changes are entered in the utility billing software, i.e. rate changes
- Download EFT receipts for the month
- Reconcile receipts – cash, checks and electronic payments Print meter reading input forms and tank dipping record form Enter meter reads and review for accuracy
- Run billing cycle
- Create and print statements, review and mail to customers
- Print reports and archive in PDF format for future reference

Miscellaneous:

- Provide service to MLP customers on account billing inquiries and questions
- Responsible for Petty Cash in safe box and reconciling weekly
- Perform all reception services in the McGrath office
- Provide Administrative Support for MLP's General Manager
- Assist with Utility reporting (monthly, quarterly and annually)
- Assist with MTNT Operations, pertaining to Shareholders
- Perform other duties as requested and assigned

If you are interested in this position, please:

- 1. Drop off a resume at the McGrath Light & Power office and/or**
- 2. Email your resume to Human Resources in the Anchorage office at hr@mtnt.net, or Fax: 907-644-1212.**