

Billing Representative

Location: Hulbert, OK

Company: LREC Electric Cooperative

Employment Type: Full-Time

Summary:

LREC is seeking a detail-oriented and customer-focused Billing Representative to manage consumer accounts, process billing inquiries, and support service changes. This role ensures accurate account maintenance, handles final billings and refunds, and communicates effectively with both consumers and field personnel.

Key Responsibilities:

- Maintain and update consumer account records
- Respond to billing inquiries and adjust accounts as needed
- Process service changes and final billings
- Handle returned checks and pursue collections
- Collaborate with field personnel and other departments
- Assist during outages and support general office operations
- Maintain spreadsheets and route communications

Qualifications:

- High School Diploma or equivalent
- Minimum 2 years of related experience
- Proficient in Excel, Word, and office equipment
- Typing speed of 45+ WPM; 10-key experience required
- Strong communication and customer service skills
- Familiarity with NISC software preferred
- Valid Oklahoma driver's license

Work Environment & Requirements:

- Office-based with occasional travel and overtime
- Ability to lift up to 25 lbs and work under deadline pressure
- Must pass pre-employment and ongoing drug/alcohol screenings

Equal Opportunity Employer:

LREC is committed to providing equal employment opportunities to all individuals regardless of background or identity.

LREC offers a generous compensation and benefits package including Annual Leave and Sick Leave, Major Medical Health Insurance, 401K and Retirement & Security package.

Applications will be accepted until September 5, 2025.

LREC is a short distance to four major metro areas (Oklahoma City, Tulsa, Ft. Smith, and Fayetteville). We are in the foothills of the Ozarks, where there are all kinds of outdoor activities like 4-wheeling, hiking, hunting, fishing, etc. We have access to the Illinois river, Ft. Gibson and Tenkiller reservoirs for water recreation. Tahlequah has a state university in the heart of our area and is the capital of the Cherokee Nation. We have one of the top-rated school districts in Oklahoma (#8 Ft. Gibson according to niche.com). LREC is 1.5 hours from 2 commercial airports. Additionally, multiple hospitals, great restaurants, movie theaters and other entertainment venues are in the immediate area.