



**NOTICE OF JOB VACANCY**  
**MOON LAKE ELECTRIC ASSOCIATION, INC.**

There is now an opening for the following position(s) and applications are being accepted. Any person wishing to apply for this position must complete an Employment Application form, available from the HR Coordinator, or from Moon Lake's internet site.

Applications must be submitted by the date indicated. Every effort will be made to consider all applications submitted, regardless of date, but no guarantee is made for consideration of applications submitted after the deadline.

Applications will be accepted for the following job opening in Roosevelt, Utah:

**Cashier – Rangely, Co**

Position duties include receiving and processing member payments. Must be able to display a high level of customer service skills while working with members and coworkers. Refer members questions and concerns to the appropriate personnel. Assumes receptionist duties as required. Operates terminal for cash posting, billing and other duties. Balance daily receipts and run reports to ensure the accuracy of payments processed. Performs all other duties as required.

**Education/Experience:** High School education or equivalent required. One year experience handling cash receipts required. Applications are available at Moon Lake Electric offices. Application deadline is November 28, 2022.

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NOTE: All applicants for employment have equal opportunity in employment without regard to race, color, religion, sex, national origin, age, disability as defined by law, or any other status protected by law.