



DESIGN | BUILD | BEYOND

At Willmar Electric Service, we are People Making a Difference for People.

We are looking for relatable people who crave structure and punctuality. Who lives by the “Golden Rule” and is seeking an employer who will recognize you for the value you bring to the company and cares about you as a person, not just a number.

We are a design-build Electrical Contractor seeking an **Accounting Associate** who shows initiative to develop their skills and the ability to enter, compare, and present data efficiently and accurately.

If you desire to learn and grow, you will have opportunities for advancement with Willmar Electric Service.

Willmar Electric Service is a 4th Generation Family Owned Company that started electrical installation in 1920.

Willmar Electric Service is accepting applications for an Accounting Associate in Willmar, MN.

Salary: TBD (based upon experience)

Job Summary:

This position is responsible for the accounting functions. The position is a cross-trained position which includes contract administration, accounts receivable, accounts payable, and payroll functions.

Essential Functions:

- Establish and maintain files (accounting, procurement, vendor, and contracts).
- Complete job costing entries including, but not limited to, accounts payable and payroll in accounting software.
- Complete accounts receivable entries including, but not limited to, billing and cash receipts.
- Maintain accounting and project documentation including, but not limited to, contracts, change orders, lien waivers, and invoices.
- Follow up and follow through with project and accounting documentation.
- Assist operations with the entry of project information in project management software.
- Assist with mail, telephone, walk-in customers, salespeople; type correspondence, and other office maintenance duties.
- Understand and use sales/tax determination for purchasing and accounts payable.
- The understanding of labor regulations and prevailing wage.
- Demonstrate the ability to adapt to changing priorities or demands, including performing other duties for your supervisor, as assigned.

Minimum Qualifications:

- Must have 10 key by touch.
- Must know computer programs: Word, Excel and Outlook.
- Proficiency with Accounting Software.
- Ability to communicate effectively (to meet the standard of the supervisor) in written and verbal arenas.

Preferred Qualifications:

- Associates Degree in Business Administration or Accounting.
- Ability to type 50 words per minute.
- Have experience working in a database system.

Environment:

- Light physical activity is required.
- Occasional lifting of objects up to 15 pounds.
- Office environment setting.
- Follow safe work practices and policies.
- Represent Willmar Electric Service's values.

- Job is based on 40 hours a week.
- The dress is business casual.
- Work is sedentary, involving sitting the majority of the time during a shift.
- Ability to maintain Willmar Electric Service continuing education requirements, as outlined in the Employee Handbook.
- Minimal overnight travel may be required. (Approximately 1-5%)

Benefits:

Here at Willmar Electric Service, we offer competitive benefits for our team members.

Paid Time Off

- Paid Vacation/Sick Time
- Paid Holidays
- Paid Jury Duty
- Paid Bereavement Leave

Health and Wellness

- Adoption Benefit
- YMCA/Gym Benefit
- Mentorship Program

Financial Security

- Identity Theft Protection
- Generous 401K with Match
- Profit-Sharing
- Flex/Dependent Care
- Short Term Disability and Accident Insurance
- Life Insurance
- Medical Bridge Insurance

Helping the Community

- PTO Bonus for Volunteering
- Financial Support for Community Events
- Monthly Charity Donations

Insurance offerings

- Health Insurance
- Health Savings Account
- Dental Insurance

- Vision Insurance

Work Programs

- Advancement Opportunities
- Merit-Based Bonus

Educational Scholarships

- K-12 Christian Education
- Dependent Continuing Education
- ABC Continuing Education
- Ridgewater College
- Local High School

If you feel that this job fits you, we would love to meet you. Please fill out the application at <https://willmarelectric.com/careers/>

Applicants are subject to a background check. EEO

For questions contact, Jill Baker at 320-262-5410.