



Date: March 4, 2025
From: Andrew Peterson, Accounting and Finance Manager

RE: Position Opening – Accountant I

Please post this notice or distribute as appropriate within your organization. Thank you.

Position Location:

Nodak Electric Cooperative, Inc., 4000 32nd Ave. S, Grand Forks, ND 58201

Purpose for the Position:

The primary purpose of this position is to assist the Accounting and Finance Manager in the day-to-day accounting and financial issues that concern the cooperative members and its employees.

Application Timeline:

Closing date for this position is March 31, 2025.

Education/Experience:

Minimum Requirements:

Education – Bachelor’s Degree in Accounting or Business Administration

Experience – One year of bookkeeping/accounting or financial service experience

Preferred Requirements:

Education - Bachelor’s Degree in Accounting

Experience - Three to five years with an electric cooperative or other corporate accounting system

Experience can be substituted for degree requirements at the discretion of management

Abilities/Skills:

Must be proficient in utilizing Microsoft Office products and have the ability to learn and understand proprietary software used by the cooperative’s accounting system.

This is a full-time, permanent position with our cooperative offering an excellent benefit package and working environment. This position has a 40-hour work week with some overtime and infrequent overnight travel when necessary.

For information and an application for this position, please visit our website at www.nodakelectric.com, or contact Michelle Markuson at 701-746-4461, e-mail address mmarkuson@nodakelectric.com.

Cooperative Information:

Nodak Electric Cooperative, Inc. is a not-for-profit electric distribution utility dedicated to providing safe, reliable, and affordable power to over 15,000 member-owners in northeastern North Dakota. Headquartered in Grand Forks, Nodak serves all or parts of 13 counties in an 8,280 square-mile area, including many of the region’s homes, farms, and businesses. For more information, visit nodakelectric.com.

Nodak Electric Cooperative, Inc. is an equal opportunity employer.