



Rutherford Electric Membership Corporation

186 Hudlow Road • Post Office Box 1569
Forest City, North Carolina 28043-1569
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Fax: (828) 248-2319

Accounting Clerk Forest City, North Carolina

We are looking for a motivated individual with excellent critical thinking skills to work as part of a team in the Accounting Department. The successful candidate will be required to maintain the accounts payable records in accordance with the RUS uniform system of accounts and standardized practices of a rural electric utility company. This includes approving, charging and posting accounts payable invoices in preparation for the weekly check-run; establishing and maintaining vendor records including W-9s for each vendor; preparing 1099's at year end for vendors; post monthly fixed journal entries accurately; reconciliation of bank accounts; preparing state sales and use tax returns; prepare monthly utility tax returns; maintain property tax records and remit year end paperwork to state; as well as other duties assigned. During power outages, you may be called upon to answer telephone calls, which may require working longer hours or any hours of the day or night.

Rutherford Electric Membership Corporation (REMC) is An Equal Opportunity Employer offering competitive benefits including health insurance, paid vacation, holiday & sick leave, retirement and 401K. Salary based on qualifications.

Requirements

A Bachelor's or Associate degree in accounting or business and/or at least 3-5 years' experience in accounting is preferred. Personal computer skills using Microsoft Office with emphasis on Excel is strongly preferred. Successful candidate must be a self-starter, able to work with direct supervision during training and minimal supervision after training. Must be able to perform under pressure, multi-task, prioritize assignments and meet specified deadlines while maintaining a high level of confidentiality. Must be willing to complete and pass the RUS accounting course to support role-specific knowledge and compliance. **Successful candidate must live within 30 minutes of REMC's Forest City office or in Rutherford-Polk district.**

APPLICATIONS WILL BE ACCEPTED AT ANY RUTHERFORD ELECTRIC OFFICE OR THROUGH INDEED. COMPLETED APPLICATION SHOULD BE MAILED TO P.O. BOX 1569, FOREST CITY, NC 28043; EMAIL TO JOBS@REMC.COM OR DROPPED OFF AT ANY REMC OFFICE BEFORE 5:00 P.M. ON WEDNESDAY, FEBRUARY 25, 2026.

ANY EMPLOYEE INTERESTED IN APPLYING FOR THIS POSITION SHOULD CONTACT PAM LIVERETT FOR AN APPLICATION PRIOR TO 5:00 PM ON WEDNESDAY, FEBRUARY 25, 2026