Job Title: Accounting Clerk
Location: Hulbert, OK
Employment Type: Full-Time
Application Deadline: Wednesday, September 2, 2026

Position Summary

The Accounting Clerk is primarily responsible for the accurate and timely processing of vendor invoices, payments, and related documentation. The position requires **strong attention to detail, organization, accuracy, reliability, and the ability to manage multiple tasks and deadlines**.

The employee will also assist with payroll, employee data entry, reporting, and other Accounting Department functions as needed. The ability to learn, follow procedures, and consistently produce accurate work is essential.

Reliable and predictable attendance is an essential function of the job.

Key Responsibilities

Accounts Payable – Primary Responsibility

- Process vendor invoices accurately and timely.
- Verify invoices for accuracy, proper approvals, purchase orders, and supporting documentation.
- Enter invoices and payment information into the appropriate systems.
- Prepare scheduled accounts payable check and EFT payments.
- Review vendor statements and resolve discrepancies.
- Communicate with vendors and employees regarding invoices and payments.
- Maintain organized and accurate vendor files and documentation.
- Monitor outstanding invoices and payment deadlines.
- Assist with month-end and year-end accounts payable processes.
- Follow established procedures and internal controls.

Payroll & Administrative Support

- Assist with payroll processing.
- Review timecards, overtime, leave, deductions, and other payroll information for accuracy.
- Assist with payroll tax payments, filings, and reporting.
- Maintain accurate employee records and process employee changes.
- Assist with reports, reconciliations, audits, filing, and other Accounting Department tasks.

Other Duties

- Work cooperatively with employees, vendors, and other departments.
- Maintain confidentiality of financial and employee information.
- Learn and utilize new systems and procedures as needed.
- Assist with special projects and **perform other duties as assigned that support the needs and overall success of the Cooperative.**

Skills & Qualifications

- High school diploma or equivalent required.
- Previous accounts payable, office, administrative, bookkeeping, or similar experience preferred.
- Accounting education or experience helpful but not required.
- **Strong attention to detail and accuracy.**
- Excellent organizational and time-management skills.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency in Microsoft Excel, including sorting, filtering, and basic formulas.
- Strong communication and problem-solving skills.
- Ability to follow procedures and identify and resolve discrepancies.
- Ability to handle confidential information appropriately.
- Dependable, organized, and willing to learn.

Core Attributes

- Attention to detail
- Accuracy
- Organization
- Reliability
- Accountability
- Follow-through
- Professional communication
- Teamwork
- Willingness to learn

Must furnish Oklahoma Motor Vehicle Operator Report upon conditional job offer. All applicants tentatively selected for this position will be required to submit to urinalysis to screen for illegal drug use. Employment will be contingent upon drug test results.

LREC Electric Cooperative is an Equal Opportunity Employer.

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

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.