

### **Office Manager – Vanguard Electric Commission**

Vanguard Electric Commission, the electric utility for Black Earth and Mazomanie, is seeking candidates for a full-time Office Manager. This position will be responsible for all office operations, including payroll, bookkeeping, billing, job costing, managing employee benefits, budget assistance, and materials management. Ability to work independently and problem-solve is essential. Candidates must have accounting experience (utility accounting is a plus), with knowledge of accounts payable/receivable, financial statements, and journal entries; must be skilled in Microsoft Office, especially Excel. Occasional evening meeting attendance will be required. Vanguard Electric is an equal opportunity employer, and offers competitive pay and excellent benefits, including health/dental insurance and State retirement. To view a full job description or to apply, please visit our website at [www.vanguardelectric.org](http://www.vanguardelectric.org).