



POSITION DESCRIPTION
Moon Lake Electric Association, Inc.

POSITION TITLE: Billing Team Intern

APPROVED:

DEPARTMENT: Finance

General Manager _____

POSITION GRADE: PT2

Department Manager _____

DATE REVISED: 11/20/2025

Supervisor/Foreman _____

OBJECTIVE

To assist members and general public with incoming telephone calls and assist the billing team with a variety of Finance Department functions.

REPORTS TO: Billing Supervisor

SUPERVISES: None

The **ESSENTIAL JOB FUNCTIONS** for this position include:

1. Assist members and general public with billing questions.
2. Refers telephone calls from the members and general public to appropriate personnel.
3. Assumes cashier duties as required.
4. Responsible for scanning billing paperwork, accounts payable, purchase orders, and work orders. Maintains confidentiality of items scanned.
5. Assist the billing team with projects and other billing team responsibilities.
6. Performs all other duties as required.

POSITION CHARACTERISTICS

A. Fair Labor Standards Act Provisions

The position of Billing Intern is a non-exempt position under the provisions of the Fair Labor Standards Act and is subject to the Cooperative's policies and procedures pertaining to overtime hours and premium pay.

B. Minimum Qualifications

Abilities: Must be able to communicate and deal tactfully and pleasantly with the general public. Keyboard proficiency and working knowledge of Microsoft Word and Excel preferred.

C. Essential Physical and Mental Demands

Physical: Position requires limited physical effort with some lifting or small physical exertion. There are frequent opportunities to relax from any physical exertion or to change position in work activities.

Mental: Position works primarily with concrete (factual) information which must be processed with accuracy and may require communicating such information to others under moderately tense conditions.

Working Conditions: Work is generally performed in an office setting in a controlled environment. The noise level is low, and the work area is not crowded.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.