



## **JOB OPPORTUNITY**

**Title: Business Supervisor**

**Location: Coyote Power Plant near Beulah, North Dakota**

### **Responsibilities:**

Supervise office support staff and union warehouse personnel. Accountable for all purchasing, job contracts, receiving, accounts payable, accounts receivable, inventory control, work orders, projects, time reporting, and a wide variety of reports and records management. Prepare capital and O&M budgets and monthly budget variance analysis. Interface with operations, maintenance, engineering and technical teams. Develop and improve administrative processes, procedures, record keeping, and reports. Process monthly invoices. Administer office building cleaning contract.

### **Qualifications:**

A bachelor's degree in accounting or business related field and three years of related experience are required. Supervisory experience and/or experience in utility accounting is preferred but not required. Experience in purchasing, payroll, inventory control, budgeting, variance analysis, and chart of accounts is a plus. Applicants must have excellent communication skills; interpersonal skills; be attentive to detail; and have experience with word processing, spreadsheet, accounting and relational database programs.

Successful applicant will be required to reside within 20 miles of Coyote Station.

Otter Tail Power Company offers a competitive wage and benefit package. To apply, visit our employment page at [www.otpco.com](http://www.otpco.com) and submit your application and resume. We will accept applications through March 18, 2015.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.



## **JOB OPPORTUNITY**

**Title: Buyer/Purchasing Administrator**

**Location: Fergus Falls, Minnesota**

### **Responsibilities:**

Administer and maintain the Oracle Purchasing module. Monitor system issues, trouble-shoot, and follow on correction. Initiate and close Purchase Orders, and Request for Quotes (RFQs). Assist Oracle users as needed. Train new users in purchasing system. Monitor and maintain list of active users, vendors, and freight carriers in Oracle PO subsystem. Create Request For Information (RFI) and/or RFQs from user requisitions and submit to suppliers. Maintain and administer supplier information/contacts. Evaluate quotes, contract terms, and implement purchase order from approved requisition. Receive & prepare invoices, matching and reconciling to PO and receipts. Enter and reconcile blanket order information and maintain existing blanket orders. Generate releases and monitor to ensure proper documentation and contract terms are met.

### **Qualifications:**

A bachelor's degree in business, sourcing, accounting, computer science, or other related field is preferred. Knowledge of purchasing, contracting, accounting, and computer systems is preferred. Must work well in a team environment and have the ability to solve problems and research issues with self-direction. Good communication, organizational skills and positive attitude are required.

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