

POSITION OPENING:
Employee Services Administrator
Wheat Belt Public Power District
Sidney, NE

Key Responsibilities:

- Process and reconcile bi-weekly payroll, including deductions, accruals, and benefits administration
- Ensure compliance with state and federal payroll tax regulations
- Perform monthly and annual closings, journal entries, and audit preparation
- Administer employee and director benefit programs
- Serve as primary contact for HR-related questions
- Assist with recruiting, onboarding, and employee performance evaluations
- Support compliance efforts including DOT, CDL, MVR, and RUS documentation
- Coordinate employee training and certification tracking
- Assist with lineman apprenticeship program administration
- Provide administrative support to executive leadership and assist with board meeting preparation and minutes
- Support public relations initiatives and customer relations efforts
- Manage records retention requirements

Qualifications:

- Technical degree with 3 years of HR or business administration experience **OR**
- Bachelor's degree in Human Resources, Business Administration, Accounting, or related field **OR**
- Equivalent combination of education and experience
- High school diploma or equivalent required
- SHRM or PHR certification preferred
- Valid driver's license required

Additional Requirements:

- Excellent computer and communication skills
- Ability to multitask and maintain strict confidentiality
- Knowledge of REA system of accounts and guidelines preferred
- Familiarity with NISC iVUE system preferred
- Ability to lift 15 pounds without assistance

Why Sidney, Nebraska?

Located in western Nebraska, Sidney offers the perfect blend of small-town charm and modern convenience. With excellent schools, safe neighborhoods, affordable housing, and a strong sense of community, Sidney is an ideal place to build both a career and a life. Enjoy wide open spaces, short commutes, and a welcoming atmosphere where neighbors truly know each other.

Plus, you're closer to big-city amenities than you might think. **Denver** is just 2½ hours away, offering professional sports, concerts, world-class dining, and easy access to the Rocky Mountains. **Cheyenne** is only 1½ hours away, home to the famous Cheyenne Frontier Days, rodeos, and year-round western heritage events. Sidney gives you peaceful living with easy access to adventure.

We offer a professional work environment where integrity and teamwork are at the core of everything we do. If you are looking to join a dedicated team that prioritizes both our customers in the agricultural community and the satisfaction of our employees, we encourage you to apply. Please submit your cover letter and resume to hr@wheatbelt.com or by mail or in person at 11306 RD 32, PO Box 177, Sidney, NE 69162, no later than **March 17, 2026, at 5:00 PM.**