

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](mailto: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**.