



CONTINENTAL DIVIDE ELECTRIC COOPERATIVE, INC.

200 E. High St. • P.O. Box 1087 • Grants, New Mexico 87020 • (505) 285-6656 • Fax (505) 287-2234

FINANCE DIRECTOR

Continental Divide Electric Cooperative, Inc., is accepting applications, for the position of Finance Director:

The Finance Director is to plan and coordinate the accounting activities of Continental Divide Electric Cooperative, Inc., and Continental Divide Education Foundation, Inc., in accordance with regulatory, board and operational accounting policies, assuring the security, integrity and internal controls of all Company financial activities.

Finance Director's position reports directly to the Chief Executive Officer (CEO) and regularly presents timely financial review(s) with CEO, and the Board of Directors, explaining financial trends, expectations, and when necessary recommending any corrective action(s).

Qualified candidates are required to have a Bachelor Degree in Business, Accounting or Finance. Work experience at a management level is preferred. Must be proficient in financial analysis, have excellent oral and written communications skills, skilled on computer applications, a team player, working well with others. Must be knowledgeable in the areas of accounting, finance, tax reporting, budgeting, cash management, and be able to effectively manage multiple projects simultaneously, with multiple departments and issuing timely reports.

Continental Divide Electric Cooperation, Inc., is an equal opportunity employer, offering excellent benefits and competitive wages commensurate with experience. We have two locations, one in Grants, the other in Gallup. Operations began in the 1945 era. Currently, we have 68 employees, providing electrical distribution service to five counties in New Mexico through several substations, with 4,000 miles of line and approximately 23,500 meters.

Applicants must submit their confidential resume, cover letter, recent salary history and a minimum of three references or letters of recommendation to: Continental Divide Electric Cooperative, Inc. Attn: Corina Sandoval, P O Box 1087, Grants, New Mexico 87020-1087 or e-mail to csandoval@cdec.coop.