

## MANAGER OF FINANCE & ADMINISTRATION

Cape Hatteras Electric Cooperative is recruiting for the position of Manager of Finance and Administration. Cape Hatteras Electric Cooperative is an electric distribution cooperative located on the Outer Banks of North Carolina serving over 7,000 accounts on Hatteras Island.

The Cooperative is headquartered in the village of Buxton, NC. Hatteras Island is in Dare County and located approximately 115 miles south of the Norfolk/Virginia Beach area. The Atlantic Ocean can be viewed from over 90 miles of quiet unspoiled beaches which are under the stewardship of the National Park Service and US Fish and Wildlife Service. World class fishing and surfing as well as kite boarding and windsurfing provide year round recreation. Beach driving is permitted in many areas. Migratory and coastal birds can be viewed from the Pea Island Wildlife Refuge area. Cape Hatteras lighthouse, the tallest brick lighthouse in the nation, is located here. Hatteras Island provides coastal living free from major commercial development. The main industry is tourism and most of the Cooperative's accounts are resort rental homes. Dare County has excellent schools and medical services.

This position reports to the General Manager, supervises about 10 employees, and is responsible for the Cooperative's financial planning, analysis and reporting. This position is also responsible for the Cooperative's administrative services. The successful candidate will have a thorough working knowledge of financial and cash management, capital planning, budgeting and forecasting, insurance and risk management, plant accounting, consumer billing and accounting, management information systems, human resources and benefits administration. Cape Hatteras Electric Cooperative offers an excellent benefit package, including NRECA health insurance and retirement programs.

Please send resume to:

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