

Job Opening

Cashier

Continental Divide Electric Cooperative, Inc. is now accepting applications for the following position of **Cashier** in our Grants Office. Applications will be taken through 5:00 pm June 30, 2025.

Applicants must be highly motivated and service-oriented, able to operate a 10-key calculator, count money accurately, perform simple mathematical calculations, and input payments and/or information with accuracy. Must communicate clearly with a courteous and understanding attitude when working with consumers and/or fellow employees. Ability to use multi-line telephone systems, printer/copier, mailing machine, and other office equipment. Incumbent reports directly to the Office Manager and will assist various departments by receiving and giving information and maintaining a friendly cooperative relationship with the public in the performance of responsibilities.

Must possess a valid driver's license.

Applications can be found online at cdec.coop. Please email applications or resumes to rgalindo@cdec.coop or fax to 505-287-2234. CDEC is an Equal Opportunity Employer.