



Position Announcement: Office & Finance Manager

Clearwater-Polk Electric Cooperative, Inc., headquartered in Bagley, Minnesota, is seeking a motivated and strategic-minded Office & Finance Manager.

Qualified candidates will demonstrate a proven ability to lead a team with strong communication skills and by setting a positive example. The successful candidate will also bring:

- The ability to think strategically and align day-to-day decisions with the Cooperative's long-term goals,
- Proven capacity to evaluate complex situations and make sound, forward-looking decisions, and
- Thinks beyond the task at hand, anticipating future needs and opportunities for the Cooperative and its members.

As a small electric cooperative in Northwestern Minnesota, the ideal candidate will be highly adaptable and capable of managing multiple responsibilities. Desired skills and experience include accounting (accounts payable/receivable, purchasing, auditing, budgeting, payroll, and month-end/year-end processes), human resources, supervision, billing, and customer service.

The Cooperative seeks a candidate who has high morals, is professional, ethical, and community-focused—someone who takes pride in doing the right thing and finds fulfillment in serving others.

Clearwater-Polk Electric Cooperative offers competitive pay and benefits and is an equal opportunity employer.

For more information, call 218-694-6241 or visit www.clearwater-polk.com. To apply, please submit a completed application, cover letter, and résumé no later than Friday, October 31, 2025 to:

Clearwater-Polk Electric Cooperative

PO Box O

Bagley, MN 56621

or by email at cpec@clearwater-polk.com