



Job Title: Accounts Payable Specialist
Location: Riverton, WY
Job Type: Full Time
Salary: \$29.41 Hourly

Open Date: 04/16/2025
Closing Date: 04/30/2025

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#) Applications submitted after 5:00pm on 4/30/2025 will not be considered.

SUMMARY

High Plains Power is an electric cooperative owned by the members we serve. First and foremost is providing helpful and courteous assistance to our member/owners.

The Accounts Payable Specialist is responsible for the review and processing of accounts payable, capital credits and the reconciliation of bank accounts, prepares various journal entries and various other accounting duties.

While performing professional duties, the Accounts Payable Specialist upholds the High Plains Power Mission while reinforcing the Strategic Goals of the Cooperative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives, reviews, and codes all invoices. Pays all vendors and prepares all remittance advice and documents with payment.
- Reconciles Accounts Payable file to General Ledger each month and assists in analysis of various General Ledger accounts.
- Assists in maintenance, cancellation, coordination and reconciliation of all company credit card and fuel card accounts.
- Posts bank deposits and ACH payments daily and reconciles all High Plains Power bank accounts and petty cash.
- Processes expenses and payments for Board of Directors.
- Establishes, reviews and maintains all vendor records.

- Processes and maintains accurate fleet management records.
- Assists Chief Financial Officer with various financial reporting, data entry, and reconciliations and other Financial Department needs.
- Performs month end processing and prepares month end reports, quarterly reports and year end reports.
- Participates in programs for job skill and professional development. Attends all safety meetings pertinent to this position.
- NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

MINIMUM QUALIFICATIONS

Associate's degree PLUS two (2) years relevant experience OR equivalent combination of education and experience.

Must have a valid driver's license must keep current throughout employment.

WORKING CONDITIONS

Sedentary work requiring exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Occasionally required to move objects generally weighing 10 pounds or less. Job requires being in a stationary position most of the time. Requires repetitive motions such as dialing and keyboarding. Must be able to use office equipment such as a copier, computer and printer. Must recognize, avoid, and communicate safety hazards to others. Normally have regular hours of work with irregular volume of activity. Some overtime may be required.

NOTES:

- FSLA: Non-Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview. Transcripts of relevant coursework, degrees, and/or vocational or technical education will be required upon interview.
- Successful applicants must pass a background/reference check, medical assessment, and drug test before hire.
- All employees must register with driver risk management and consent to continuous motor vehicle record monitoring.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.
- High Plains Power offers a competitive benefits package including medical, vision, dental, life insurance, and long-term disability; 401k Pension Plan, Retirement Security Plan, paid holidays, PTO, and tuition reimbursement program.