



Job Title: Chief Financial Officer
Location: Riverton, WY
Job Type: Full Time
Salary: Negotiable – DOE

OPEN UNTIL FILLED

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)

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 Chief Financial (CFO) works under the direction of the Chief Executive Officer and is responsible for carrying out the plans and objectives of the Cooperative, as delegated by the CEO. In the absence of the CEO, this position is assigned specific duties and shall be available in his/her absence, as described in duties and responsibilities.

The CFO oversees and is responsible for financial accountability, including but not limited to, accounting, billing, monetary controls, budgeting, and preparation of financial statements for High Plains Power. This position conducts internal audits, including accounting, billing, and cash controls; and updates costs associated with special equipment and plant accounting records. The CFO prepares and participates in interim and annual audits, manages investments, loan activities, completes cost analyses and rate studies. The CFO completes the annual Form 7 and actively engages in related processes and controls that include, but are not limited to, installation and maintenance of accounting activities, inventory, billing, continuing property, budget, equity management plan, property tax returns, and other related internal controls.

While performing management duties, this position upholds the High Plains Power Mission while reinforcing the Strategic Goals of the Cooperative. The CFO shares in the responsibility for development and implementation of strategic planning, development and implementation of long-range financial goals, organization forecasting and enhancement, and operational best practices in accordance with the established policies, standards, and objectives of High Plains Power. This position is required to prepare monthly reports and attend monthly board meetings, and, when necessary, present before the Board of Directors, employees, members, and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directs all general accounting activities consistent with the Uniform System of Accounts and Generally accepted Accounting Principles to assure accurate and timely reporting of operating costs and revenues and of the cooperative's financial condition. Includes preparation of all financial and statistical

information for Management and the Board of Directors. Directly supervises the Accounting department.

- Coordinates with all consumer accounting activities including meter reads, energy and member services billings and associated sales reports, collections, and capital credit allocations and refunds within limits of approved policies to obtain accurate recording of sales and to obtain maximum effectiveness in the pursuit of service excellence.
- Oversees wholesale power billing activities, the Wholesale Electric Service Contract (WESC), and other power purchase agreements and/or power generating projects.
- Responsible for developing and maintaining a risk management framework for the organization, monitoring risks, and reporting to the CEO and Board of Directors that they are within the approved risk classification. Analyze and measure exposure to credit and market risk threats to assets, earning capacity, and the economic state of the Cooperative.
- Develops short and long-term financial plans including cash management and recommends strategies to obtain stated financial goals to assure adequate cash flows and working capital.
- Coordinates in the development of the annual budget and work plan to reflect the financial impact of the proposed work plan activities.
- Coordinates the preparation of loan applications, in conjunction with the construction work plans and operating activities, to obtain needed capital for plant expansion and board-approved projects. Includes communicating with financial institutions (CFS, RUS, etc.) concerning debt financial and repayment activities.
- Coordinates, oversees, and manages the annual audit process with external auditors.
- Secures insurance coverages, including general liability, DOM, and umbrella, to ensure the Cooperative is adequately protected against loss.
- Completes regulatory annual reporting. Updates and publishes rates and Rules & Regulations, complying with all applicable standards and requirements of the Wyoming Public Service Commission (PSC). Participate in discussions, forums, and comment periods as necessary to promote and provide clarification regarding changes, modifications, or proposals of the Cooperative. Objectively engage with the PSC to address questions, concerns, or complaints of members.
- Oversees work order processing, requisition of materials, and the inventory controls process. Utilizes direct reports to conduct scheduled and random inventory audits to ensure accountability of materials at all locations. Provides direction regarding procurement, allocation, and monitoring of assets. Directly supervises Operations Support department.
- In the absence of the Chief Executive Officer, the Chief Financial Officer will be responsible for essential financial transactions, will act as the legal signer, and will serve as statewide and wholesale management representative.

- NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration and/or other related field; or five (5) years progressive work experience with acquired knowledge in the related field AND a minimum of five (5) years of supervisory experience; OR equivalent combination of education and job experience, proven ability to maintain effective relationships, both within and outside an organization, with progressive financial responsibility.

Preference may be given to applicants with experience in an electric membership cooperative or electric utility and USDA and cooperative accounting

KNOWLEDGE

Must have a thorough understanding of management and accounting principles, practices, and concepts, including CFC and RUS Accounting.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Must be able to coordinate inter-organizational systems and procedures. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to prioritize and organize multiple tasks, work efficiently in an independent self-directed manner.

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: 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.

- All employees must register with driver risk management and consent to continuous motor vehicle record monitoring.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview. Inquiries regarding application status will not be returned as candidates offered an interview will be contacted. 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.
- 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.